Code of Conduct for Disability Workers in Victoria

Department of Health and Human Services

Easy English
Hard words

This code of conduct has some hard words.

The first time we write a hard word
● the word is in blue
● we will say what the hard word means.

About this book

We are the Victorian Government.

We want to stop abuse in disability services.
Abuse is when
● someone hurts you
● you hurt someone else.

Abuse is not okay.
What is a code of conduct?

This code of conduct is rules about

- how to treat people with a disability
- how to do a good job.

This code of conduct says

- what disability service providers must do.  
  A disability service provider supports people with a disability.

- what disability workers must do.  
  Disability workers are the people who are paid to support you.

Disability workers must

- follow all codes of conduct and rules for their job
- support the rights of people with a disability.
About abuse

We want everyone to understand

● what abuse is

● different types of abuse

● where abuse can happen.

People who abuse others can be

● support workers

● supervisors

● people with a disability

● family

● other people.
What service providers must do

Service providers must
- not allow abuse of people with disability
- tell everyone abuse is not okay
- always act on reports of abuse
- have a plan for workers who do not follow the code of conduct.

Service providers should support disability workers to
- follow the code of conduct
- feel comfortable speaking up
- respect people’s differences.
Code of conduct

1. Do not abuse or neglect

Disability workers must

● protect your rights

● listen to you and your family

● help you be part of the community. This means the people and places around you.

● accept the choices you make

● speak up for you

● help you look how you want

● follow any rules about what you can eat and drink.
Disability workers must **not**

- make fun of anyone with a disability
- let anyone abuse you
- stop you from moving freely
- stop you from using important tools or devices.
2. Always report abuse

Disability workers must

- report any abuse to their manager

- write a report even if there is no proof yet

- tell the Disability Services Commissioner
  if nothing is done about the report

- listen to you about abuse

- learn more about abuse

- get help for people who have been abused.
  For example
  - a doctor
  - a counsellor.

- get help for anyone who may have
  seen abuse.
3. Never be involved in sexual abuse

Disability workers must

- report any sexual abuse
- write a report
- help you to know your rights.
Disability workers must not

- do sexual things with you
- touch anyone in a sexual way
- make sexual jokes about someone
- say sexual words about a person.
  For example
  - how they look
  - who they are attracted to.
- send messages about sexual things.
  For example
  - email
  - text message
  - social media.
4. Respect cultural differences

**Culture** means what you, your family, and your community think and do.

Disability workers must
- make everyone feel safe and welcome
- know if you have cultural needs
- help you be part of your community
- offer support that respects people’s culture.

For example
- know what kinds of touch are okay
- speak in a way that shows respect
- know what foods people cannot eat.
Disability workers must **not**

- make fun of people for being different

- make jokes about how people speak

- say bad things about a group of people who may be different

- say bad things about a person’s
  - culture
  - religion
  - looks
  - sexual attractions

- stop a person from doing
  - their culture
  - their religion. For example, going to church.
5. Do the right thing

Disability workers must

- treat people with respect
- tell the truth
- only give support they are trained for
- make sure their training is up to date
- behave in the right way
- complete forms and paperwork
- give people information in a way they can understand
- support people to make choices.
Disability workers must **not**

- take gifts from people they support
- take someone else’s money
- steal anything
- use your things without asking

- give alcohol or drugs that are **not** your medicine.

- bully anyone

- stop you from using
  - your money
  - your things.