



CS SC Code of Ethics

1. Ensure that CS SC conducts its affairs so as to promote the NDIS aims and objectives.
2. Understand and comply to the roles and responsibilities of a Support Coordinator and Sole Trader, under the NDIS, ATO, and Legislative bodies.
3. Uphold the Goals and Values of CS SC.
4. Prepare properly for meetings with Participants by pre-reading the Request for Service, NDIS Plan and communicating with the client, carer, family member or advocate before meeting, in their preferred communication method.
5. Satisfactorily complete any tasks allotted within their role as Support Coordinator in the agreed timeframe.
6. Act in good faith and in the best interests of the NDIS, Participants, family members and carers.
7. Complete a Risk Assessment with each client before meeting them.
8. Complete Risk Assessment for Abuse, Neglect and Exploitation within 6 weeks of starting and to comply with the Dept of Communities Guidelines if a report is to be lodged.
9. If meeting in people's home, follow "A Guide to working Safely in People's Home's" document by Workplace Health and Safety Queensland.
10. Observe and adhere to the Privacy Dignity and Confidentiality Policy
11. Observe and adhere to the Decision Making and Choice Policy
12. To be respectfully and welcoming to all people, recognising their individual circumstances, age, ability, gender, sexual identify, culture, religion and spirituality.
13. Act honestly in the exercise of my powers and the discharge of my duties.
14. Exercise reasonable care and diligence in the execution of my duties by keeping themselves informed about the NDIS and changes to the NDIS or Support Coordination
15. Not make improper use of information gained through their position as a Support Coordinator, to gain, directly or indirectly, an advantage for themselves or any other person, or cause detriment to the NDIS.
16. Where they may be personal interests that might give rise to conflicts of interests with my duties as Support Coordinator, disclose the nature of those interests to the Participant, family member or to the NDIS where deemed necessary.
17. To not "friend" or accept "friend" requests on social media. Not to disclose anything pertaining to clients, family members or organisations on Social Media.
18. To maintain all records in accordance with legislative and organisational policy requirements.
19. Not make or authorise a statement to the Ministry of Fair Trading, the Australian Taxation Office, the agency's independent auditor or the agency's funding body which, to their knowledge, is false or materially misleading.
20. Prevent CS SC from incurring a debt if there are reasonable grounds for suspecting that the CS SC is insolvent at the time the debt is incurred or would become insolvent by incurring the debt or several debts.
21. To perform duties in a safe and competent manner in accordance to Workplace Health and Safety Regulations, and to not place herself or others at risk through unsafe practices, inappropriate behaviours or the misuse of alcohol or drugs.
22. To prevent, identify and respond to workplace health and safety risks.