

# Mildura Disability Support Services| **Worker Declarations**

Worker's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

## **1. Employee Declarations overview**

By being a part of the Mildura Disability Support Serviceteam, whether as a permanent, fixed-term, or casual staff member, a contractor, or a volunteer, you must provide the following declarations. These declarations are crucial to safeguard the organisation's and its clients' legitimate interests, including NDIS participants.

Failure to make these declarations may result in the inability to continue your employment or engagement with Mildura Disability Support.

## **2. Declaration of Confidentiality**

As an employee of Mildura Disability Support, I acknowledge and agree to abide by the following principles and guidelines regarding the handling of confidential information:

- a) Confidentiality obligation: I understand that all information related to NDIS participants, including their personal details, medical records, support plans, financial information, and any other privileged information, is strictly confidential. I will not disclose or use such information for personal gain or any purpose unrelated to my role within the NDIS Provider Business.
- b) Data Protection: I will take appropriate measures to ensure the security and integrity of all confidential information entrusted to me. This includes adhering to Mildura Disability Support's Privacy and Information Management Policy and implementing necessary safeguards to protect electronic and physical records when transmitting sensitive data.
- c) Disclosure and Consent: I will obtain written consent from NDIS participants or their authorised representatives before disclosing any confidential information to third parties unless required by law or a legitimate reason as determined by Mildura Disability Support.
- d) Reporting Breaches: In the event of any unauthorised access, use, or disclosure of confidential information, I will promptly report such breaches to the appropriate authorities within the NDIS Provider Business and follow established protocols for incident management and resolution.
- e) I acknowledge that any breach of confidentiality may result in legal consequences, reputational damage to Mildura Disability Support, and potential harm to NDIS

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participants. I am committed to upholding the highest standards of confidentiality and privacy in accordance with the NDIS policies, relevant legislation, and ethical considerations.

### **3. Declaration of Conflicts of Interest**

- a) Disclosure of Potential Conflicts: I will promptly disclose any actual or potential conflicts of interest that arise in relation to my duties and responsibilities stated in my Position Description From within Mildura Disability Support. This includes circumstances where my personal, financial, or other interests could influence, or be perceived to influence, the decisions I make or the services I provide. I will disclose this information to Mildura Disability Support Services promptly in writing.
- b) Avoidance of Conflicts: Where a conflict of interest arises, I will take appropriate steps to minimise, manage, or, if necessary, remove the conflict. This may involve recusing myself from decision-making processes, refraining from participating in activities that pose a conflict or seeking guidance from management to determine the best course of action.
- c) Fairness and Transparency: I will prioritise the interests of NDIS participants and act in their best interests at all times. I will ensure that my decisions and actions are fair, unbiased, and transparent, avoiding any preferential treatment or advantage to myself or others that could compromise the quality or impartiality of the services we provide.

### **4. Policies and Procedures Declaration**

I, the undersigned individual identified above, hereby declare my understanding and commitment to abide by the policies and procedures established by Mildura Disability Support. I recognise the importance of these policies and procedures in maintaining a safe, inclusive, and professional working environment.

I declare that I have received, read, and understood the following documents pertaining to Mildura Disability Support's policies and procedures:

- a) Assessment and Provision of Supports Policy
- b) Business Continuity Plan
- c) Conflict of Interest Policy
- d) Continuous Improvement Policy
- e) Emergency and Disaster Management Policy
- f) Feedback and Complaints Policy
- g) Governance and Operation Management Policy
- h) Human Resources Management Policy
- i) Incident Management Policy
- j) Management of Medication Policy
- k) Mealtime Management Policy

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- l) Participant Money and Property Policy
- m) Participant Rights and Responsibilities Policy
- n) Participant Support Plan
- o) Privacy and Information Management Policy
- p) Risk Management Policy
- q) Risk Management Register
- r) Service Agreement
- s) Support Coordination Policy
- t) Supported Independent Living Policy
- u) Violence, Abuse, Neglect, Exploitation and Discrimination Policy
- v) Waste Management Policy
- w) Work Health and Safety Policy

### **5. NDIS Code of Conduct Declaration**

I, the undersigned individual identified above, hereby declare my commitment to the NDIS (National Disability Insurance Scheme) Code of Conduct. I will:

- a) Act with respect for individual rights to freedom of expression, self-determination, and decision-making in accordance with relevant laws and conventions.
- b) Respect the privacy of people with disability.
- c) Provide supports and services in a safe and competent manner with care and skill.
- d) Act with integrity, honesty, and transparency.
- e) Promptly take steps to raise and act on concerns about matters that might have an impact on the quality and safety of supports provided to people with disability.
- f) Take all reasonable steps to prevent and respond to all forms of violence, exploitation, neglect and abuse of people with disability.
- g) Take all reasonable steps to prevent and respond to sexual misconduct.

I acknowledge that any violation of the NDIS Code of Conduct may result in disciplinary action. I am committed to upholding these principles to ensure the provision of safe, respectful, and person-centred services.

### **Worker Declaration**

By signing this declaration, I affirm my understanding of the responsibilities detailed in this Worker Declaration and make the declarations set out above.

Signed on ...../...../.....

.....  
Signature

.....  
Name (please print)

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## **Declaration on behalf of Mildura Disability Support ServicesABN 61 684 083 574**

I confirm that I have identified and appropriately addressed each of the declarations outlined on this form.

Supervisor's signature:

Signed on ...../...../.....

.....  
Signature

.....  
Name (please print)