

STATEMENT OF COMMITMENT

Make it Home Safely Inc is committed to the safety and well-being of all young people, when using our service. Our management, volunteers and mentors will treat young people with respect and understanding and endeavour to provide a safe and supportive service environment through

1. Taking all appropriate actions to ensure the safety of young people using our services.
2. Complying with all policies and procedural guidelines contained in the operations manual.

As a manager/mentor/volunteer for or on behalf of Make it Home Safely Inc I will:

- Respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background.
- Ensure that any physical contact with others is appropriate to the situation and necessary for the person skill development or safety.
- Refrain from developing personal relationships with trainees outside the driver training unless in a mentor role for example in career advice.
- Refrain from using abusive derogatory or offensive language.
- Impart knowledge and skills of driver training in a respectful and encouraging manner.
- Avoid remote or low visibility places during training.
- Seek program coordinator approval for any social media posts. Photographs used in social media will be with the express consent of the subject and project coordinator. Photographs must ensure subjects are clothed appropriately for the young person's age and not be of a sexual pose or nature.
- Ensure that all personal information obtained from the young person is secure and the confidentiality of this information is maintained and not provided to any person within the organisation (except where required for the efficient operation of the organisation) or to any other person outside Make it Home Safely Inc (except where specifically required by legislation).
- Never leave a young person alone in an unsafe location.

Report any breach of the Code of Conduct by others who must comply with this Code of Conduct including:

- Management
- Volunteers
- Mentors
- Visitors using the service environment

A breach constitutes any of, but not exclusive of, the inappropriate actions as listed following.

The standards of appropriate behaviour.

Behaviour	Appropriate	Inappropriate
Language	<ul style="list-style-type: none"> • Is encouraging and positive words and a pleasant tone of voice. • Engaging open and honest communication. 	<ul style="list-style-type: none"> • Insults, criticisms or name-calling. • Bullying swearing or yelling. • Sexually suggestive comments or jokes. • Any comments concerning the trainee's personal appearance.
Relationships	<ul style="list-style-type: none"> • Be a positive role model. • Build relationships based on trust. • Empower trainees to share in the decision-making. 	<ul style="list-style-type: none"> • Bullying or harassment. • Contact outside training environment.
Physical Contact	<ul style="list-style-type: none"> • Training purposes. • To ensure safety of vehicle or trainer. 	<ul style="list-style-type: none"> • Physical contact for non-training purposes. • Physical contact of any sexual nature.
Other	<ul style="list-style-type: none"> • Appropriate clothing. • E-mails and SMS for work-related purposes only. 	<ul style="list-style-type: none"> • Inappropriate clothing, of a revealing nature or with inappropriate images or text. • Sending inappropriate e-mails or SMS.

In the event that this code of conduct for interacting with young people is breached, actions will be taken in accordance with our organisations plan for managing breaches of the youth risk management strategy.

"I have read, understood, and will act in accordance with the above statement of code of conduct"

Name: _____

Signature: _____

Date: _____