

---

# Edge Worldwide Limited

## Code of Conduct Policy

---

### 1. Purpose

Edge Worldwide Limited is committed to the safety and protection of all children, clients and staff in its work. This policy affirms Edge Worldwide Limited's belief in responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that Edge Worldwide Limited expects of all employees. The code of conduct aims to comply with the relevant Legislation and Child Safe Standards and to ensure our staff and wider community are compliant with Child Safe Standards. As well adhering to and promoting safeguarding guidelines. The code of conduct is created in line with our safeguarding policy and procedures.

---

### 2. Principles

Our employees contribute to the success of our organisation and that of our clients. Edge Worldwide Limited fully endorses that all employees are not deprived of their basic human rights.

Furthermore, our employees have an obligation to the business, our clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and client trust.

Given EWL's focus on education, the welfare of children is our main concern and forms the basis of our policy and procedure. We maintain the Child Safe Standards to ensure our clients are free from abuse, violence and neglect.

---

### 3. Policy

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy expects staff to do the following:

- act professionally towards children, whilst at the same time showing genuine care and compassion
- adhere to the Child Safe Standards and put child safety at the centre of everything they do
- adhere to the safeguarding policy and conduct themselves in a manner consistent with our safeguarding policy
- proactively look for ways to ensure client well-being and safety
- know their obligations when it comes to reportable conduct

- know their obligations when it comes to mandatory reporting
- immediately report concerns for the safety or wellbeing of a child, or a possible breach of the child safe standards in accordance with relevant reporting policy
- act and maintain a high standard of integrity and professionalism
- be responsible and scrupulous in the proper use of company information, funds, equipment and facilities
- be considerate and respectful of the environment and others regardless of their race, colour, gender (including gender diverse children and adults), language, religion, opinions, nationality, ethnicity, social origin, property, disability, sexual orientation or other status
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, intended to humiliate or is culturally inappropriate
- exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers
- avoid apparent conflict of interests, promptly disclosing to Edge Worldwide Limited's senior manager, any interest which may constitute a conflict of interest
- promote the interests of Edge Worldwide Limited
- perform duties with skill, honesty, care and diligence
- abide by policies, procedures and lawful directions that relate to your employment with Edge Worldwide Limited's and/or our clients
- avoid the perception that any business transaction may be influenced by offering or accepting gifts
- under no circumstances may employees offer or accept money
- comply with all relevant International, Australian and local legislation, including labour laws in relation to child labour.
- not use physical or humiliating punishment on children
- not consume alcohol or illicit drugs when working or in contact with children involved with Edge Worldwide Limited
- not abuse my position to withhold professional assistance or give preferential treatment, gifts or payments to a child, or another person in relation to a child in order to solicit and form of advantage or sexual favour from a child
- not condone or participate in behaviour with children which is illegal, unsafe or abusive
- any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner
- speak with management about any concerns they have of their involvement in any situation where their words, actions or behaviour may be interpreted as a breach of this Code of Conduct.

---

#### **4. Acknowledgment and Agreement**

By signing below, I acknowledge that I have read and understood the above Code of Conduct. I agree to uphold the values and principles outlined in this document and commit to behaving in accordance with these standards in my role with EDGE Worldwide Limited.

**Name:** \_\_\_\_\_

**Position/Role:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_