

CHAPTER 1

DEFENCE WORK EXPERIENCE PROGRAM CODE OF CONDUCT POLICY

INTRODUCTION

2.1.1 YOUTHPOLMAN Part 1 requires commanders and managers to promote and develop a 'generative youth safe culture', where youth safe behaviours and practices are understood, displayed and fully integrated by all personnel into every youth related program, activity and interaction ([Part 1, Section 2 Chapter 1](#)).

2.1.2 Maintaining a youth safe environment that fosters a positive experience requires clear definition, acceptance and compliance with the expected standard of conduct/ behaviour by adults and youth.

2.1.3 This chapter provides for the Defence Youth Safe Code of Conduct - Adult (Annex A) and the Defence Work Experience Program (DWEP) Code of Conduct, for participants under and over the age of 18 (Annexes B & C). By signing one of these Codes of Conduct, adults or participants confirm that they understand, and agree to comply with the expected standards of behaviour during a Defence work experience placement.

POLICY

2.1.4 **Youth-related Work.** All personnel in youth-related work positions must read, understand and sign the Defence Youth Safe Code of Conduct (Adult) ([Part 1, Section 2 Chapter 2 Annex A](#)) before undertaking any Youth-related Work on behalf of DWEP.

2.1.5 **Work experience participants.** All work experience participants must read, understand and sign the relevant Defence Youth Safe Code of Conduct (Annexes B & C) prior to participating in a work experience placement.

2.1.6 **Person Conducting the Activity (PCA) and Authorised Personnel.** The PCA and Authorised Personnel must read, understand and sign the Defence Youth Safe Code of Conduct (Adult) prior to supervising a work experience placement or activity.

2.1.7 **Code of Conduct Management.** Unacceptable behaviour is not tolerated in Defence. Unacceptable behaviour in the youth protection context is defined as behaviour that, having regard to all the circumstances, would be considered unlawful, offensive, belittling, abusive or threatening to youth and/ or adverse to their morale, health, protection and safety, or otherwise not in the interests of Defence. Unacceptable Behaviours are defined in Part 1, Section 2, Annex C.

2.1.8 Any breach of a Code of Conduct must be managed in accordance with [Part 1, Section 3 Chapter 3](#).

2.1.9 A signed copy of each Code of Conduct must be stored appropriately in

Objective or other electronic storage facility.

Annexes

- A. Defence Work Experience Program Code of Conduct (Adult)
- B. Defence Work Experience Program Code of Conduct (participant over 18 years old)
- C. Defence Work Experience Program Code of Conduct (participant under 18 years old)

Accountable Officer: Chief of Joint Capabilities (CJC)

Policy Owner: Head Joint Support Services Division (HJSSD)