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| EA-POL-001 | Employee Accountability Policy |

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| **Record of policy development** |
| Version | Date approved | Date for review |
| 2020/01 | 30 September 2020 | 30 September 2022 |

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| **Application and approval** |
| This policy applies to: | All Board Members, Employees, Volunteers and Contractors  |
| Policy Approval: | Senses Board  |

**Policy**

Senses’ human resource management framework aims to ensure that all personnel clearly understand, the purpose of the organisation, their function, roles and responsibilities, as well as the organisation's key policies, procedures and work instructions so that they can interact more effectively with each other, interested parties, clients and other stakeholders.

Senses will fulfil its obligations with integrity and in accordance with its policy and legislative parameters in order to deliver a quality client experience whilst at the same time supporting and encouraging employee creativity, flexibility and accountability in the performance of their duties.

Senses will effectively deploy and manage human resources to deliver planned outcomes and the fulfilment of the functions of the organisation to ensure that stakeholder and client expectations are met.

All employees will exercise sound judgement in fulfilling their duties and act responsibly within the direction and policies, procedures and work instructions articulated by the organisation. In doing so all employees will:

* Act in good faith and in the best interests of the organisation;
* Act in a manner that reflects Senses’ values and builds its reputation within the community;
* Act with care and diligence and respect for property and people;
* Comply with the organisation’s Code of Conduct;
* Avoid any real or apparent conflicts of interest; and
* Work within professional boundaries.

Employees in leadership and supervisory roles will lead by example and establish a workplace culture within their area of responsibility that achieves the aims of Senses and ensures compliance with the organisation's policies and values.

Senses will:

* Continually improve and update corporate knowledge and understanding of stakeholder and client requirements; and
* Regularly monitor and measure the performance of this policy, prevent and/or rectify non-conformance and identify and act on opportunities for improvement.

This policy and any associated procedures and work instructions will be communicated to all employees, volunteers, clients, contractors and interested parties in an accessible form. They will be reviewed, amended and re-issued as required.

**Resources**

* [National Disability Insurance Scheme Act 2013](https://www.legislation.gov.au/Details/C2013A00020)

**Other Senses Document Related to this Policy**

* EA-PRO-001 Alcohol and Drugs Management Procedure
* EA-PRO-002 Competency, Training and Awareness Procedure
* EA-PRO-003 Duty of Care Procedure
* EA-PRO-004 Emergency Response (All Locations) Procedure
* EA-PRO-005 Workplace Reasonable Adjustments Procedure
* EA-PRO-006 Employee Leave Procedure
* EA-PRO-007 Employee Management Procedure
* EA-PRO-008 Employee Recruitment and Selection Procedure
* EA-PRO-009 Equal Employment Opportunity Procedure
* EA-PRO-010 Fitness for Work and Non-Work Related Injury - Illness Procedure
* EA-PRO-011 Grievance Reporting Procedure
* EA-PRO-012 Infection Prevention and Control Procedure
* EA-PRO-013 Injury Management and Rehabilitation Procedure
* EA-PRO-014 Pandemic Response Procedure
* EA-PRO-015 Volunteer Recruitment, Selection and Management Procedure
* EA-PRO-016 Workplace Safety & Health Management Procedure
* EA-PRO-017 Workplace Use of Social Media Procedure
* EA-PRO-018 Workplace Behaviour Procedure