Name of Employee:

I confirm that I have received the following documents which were included in the Employment Information Pack:

1. **Code of Conduct**

The primary purpose of the Staff Code of Conduct is to set out Kyeema’s expectations in relation to the way staff conduct themselves when carrying out their professional duties.

In particular, the code of conduct seeks to provide guidance to staff to assist them to act with confidence and integrity in their interpersonal relationships with the people we support, their families and advocates.

**It is a NDIS requirement that all disability support organisations have a signed acknowledgement of the Staff Code of Conduct.**

A copy of the Code of Conduct can also be found at the Kyeema Support Services Inc. office or on the Quality Management System (QMS).

The undersigned employee affirms that:

1. I have read and agree to be bound by the Kyeema Support Services Inc. Staff Code of Conduct
2. I understand that a serious breach of the Code of Conduct may result in the termination of my employment
3. **Fair Work - Information Statement**
4. **Fair Work - Introduction to the National Employment Standards**
5. **Fair Work – Casual Employment Information Statement**
6. **Kyeema Staff Handbook**[**HRF-21**](file:///K:\CQI\NetHelp\LinkedDocuments\HRF-21%20Staff%20Handbook.pdf)
7. **Kyeema Organisational Structure**[**GF-10**](file:///K:\CQI\NetHelp\LinkedDocuments\GF-10%20Organisational%20Structure.pdf)
8. **Health & Safety Handout SF-71**

Signature of Employee Date