

CDNI Care Pty Ltd

Worker Declarations

Background

As a permanent, fixed term or casual member of staff, a contractor or volunteer employed or engaged by CDNI Care Pty Ltd (or proposing to be so employed or engaged), you are required to give the following declarations for the purposes of ensuring the protection of the legitimate interests of the organisation and its clients (including NDIS participants)..

If you do not make these declarations, we may not be permitted to continue your employment or engagement with CDNI Care Pty Ltd.

Declaration of Confidentiality

1. I, the undersigned, acknowledge that the unauthorised disclosure or use of confidential information relating to clients (including NDIS Participants), staff, contractors, volunteers and/or CDNI Care Pty Ltd is a breach of CDNI Care Pty Ltd's Privacy and Dignity Policy.
2. I understand that it is mandatory that I maintain privacy and confidentiality in order to maintain a position of trust within the community and to protect Clients' rights.
3. I have read and understood the above standards for confidentiality and acknowledge receipt of the Privacy and Dignity Policy.
4. I undertake to maintain the confidentiality of all personal and organisational information and understand that any breach of this Declaration of Confidentiality could result in disciplinary action.

Declaration in respect of conflicts

5. I have set out below any and all matters, interests or conflicts that have the potential to impact on how I deliver, or how I may be perceived to deliver, supports and services to a client (including an NDIS participant).

This would include matters or interests of a financial, business or personal nature, including any financial and/or corporate interest or relationship you may have with other entities, including businesses and organisations. State NIL if no such matters, interests or conflicts occur

6. If I develop any matter, interest or conflict that has the potential to impact on how I deliver, or how I may be perceived to deliver, supports and services to a client (including an NDIS participant), I will immediately disclose it to CDNI Care Pty Ltd in writing.

Declaration in respect of CDNI Care Pty Ltd Policies and Procedures

7. I have been provided with a copy of the following CDNI Care Pty Ltd Policies and Procedures:
 - a. Promoting and Protecting Rights Policy
 - b. Choice, Advocacy and Control Policy
 - c. Diversity Policy
 - d. Preventing and Responding to Violence, Abuse, Neglect, Exploitation and Discrimination Policy
 - e. Privacy and Dignity Policy
 - f. Quality Management and Continuous Improvement Policy
 - g. Human Resources Management Policy

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- h. Risk Management Policy
 - i. Work Health and Safety Policy
 - j. Feedback and Complaints Management Policy
 - k. Incident Management and Reporting Policy
 - l. Provision of Supports Policy
 - m. Services Agreement
 - n. Support Plan
 - o. Client Money and Property Policy
 - p. Client Induction Pack
 - q. Staff Induction Pack.
8. I take responsibility for ensuring:
- a. full understanding of the commitments set out in each of the above Policies, any additional Policies provided to me as well as procedures and other strategies designed to ensure that the principles of those Policies are upheld;
 - b. that the principles and procedures and other strategies within each Policy are applied in my daily work; and
 - c. that I pursue any training opportunities made available to me in connection with the above Policies (or the NDIS Practice Standards).

NDIS Code of Conduct

9. In the performance of my duties and the delivery of supports, I will abide by the NDIS Code of Conduct. In this regard, I will:
- a. act with respect for individual rights to freedom of expression, self-determination, and decision-making in accordance with relevant laws and conventions
 - b. respect the privacy of people with disability
 - c. provide supports and services in a safe and competent manner with care and skill
 - d. act with integrity, honesty, and transparency
 - e. promptly take steps to raise and act on concerns about matters that might have an impact on the quality and safety of supports provided to people with disability
 - f. take all reasonable steps to prevent and respond to all forms of violence, exploitation, neglect, and abuse
 - g. take all reasonable steps to prevent sexual misconduct.

Guidance on the NDIS Code of Conduct for Workers is included [here](#)

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Name

Signature

Date:

Signed on behalf of CDNI Care Pty Ltd

Position in organisation

Date: