

# WAIS Zero Tolerance Policy Education Policy

**Owner:** Administration Manager

---

**Version:** 1.1

---

**Approved by:** Executive Director

---

**Effective from:** May 2014

---

**Next review date:** May 2016

---

**Last Date of Edit:** 25 July 2015



WESTERN AUSTRALIAN INSTITUTE *of* SPORT

**CONTENTS**

Policy Statement..... 3  
Background..... 3  
Standards..... 3  
Responsibilities..... 3



## **1. Policy Statement**

The Western Australian Institute of Sport (WAIS) provides all employees and contractors with formal induction in and continuing education of all WAIS Zero Tolerance Policies.

## **2. Background**

Safe and ethical practice is a core non-negotiable requirement for WAIS operations. The policy and process that provide guidance to WAIS staff, athletes and stakeholders on this requirement are defined in the WAIS Safe and Ethical Practice Policy Framework. This framework includes policies that if breached could result in unsafe or unethical practice. These policies are designated as Zero Tolerance Policies and breaches may result in termination of an individual's relationship with WAIS.

The Policy Framework includes as a key principle the education of staff and athletes on its intent and application with a focus on Zero Tolerance Policies.

## **3. Standards**

- 3.1** All newly appointed employees will be required to read in full, and complete induction of the WAIS Zero Tolerance Policies within one week of commencement of employment through the WAIS online induction system, I- Induct.
- 3.2** All consultants will be required to complete the Safe and Ethical Practice Framework education component of WAIS induction system, I-Induct, and read these policies in full within one week of commencement of their agreement with WAIS
- 3.3** All students placed at WAIS for a period of longer than 6 weeks will be required to complete the Safe and Ethical Practice Framework education component of WAIS induction system, I- Induct, and read these policies in full within one week of commencement of their agreement with WAIS
- 3.4** All Performance Enhancement Division staff will be provided with biennial education on the Safe and Ethical Practice Policy Framework and Zero Tolerance Policies.
- 3.5** All Performance Enhancement Division staff and consultants will be required to read in full, and participate in a compliance update of the WAIS Zero Tolerance Policies annually

## **3.6 Responsibility of the Line Manager**

Performance Team Directors must:

- 3.6.1** Provide induction to the Zero Tolerance Policies and the impact of these relevant to the position to their newly appointed staff within the first week of commencement.

### **3.7 Responsibility of the Employee, Consultant or Student**

Employees must:

- 3.7.1** Complete Induction of the WAIS Zero Tolerance Policies and within one week of their commencement date.
- 3.7.2** Read in full, and participate in a compliance update of the WAIS Zero Tolerance Policies annually

### **3.8 Responsibility of the Administration Manager**

- 3.8.1** Facilitate the annual compliance update of the WAIS Zero Tolerance Policies for all employees
- 3.8.2** Facilitate the biennial education on the Safe and Ethical Practice Policy Framework and Zero Tolerance Policies.