

# Asbestos Disease Support Society

## CODE OF CONDUCT POLICY

### Purpose

The Asbestos Disease Support Society Limited (the 'Society'), is a charitable organisation registered with the Australian Charities and Not-For-Profits Commission and provides services to people who have been diagnosed with an asbestos related disease, their family and carers. In providing services, staff of the Society work within a Code of Conduct to provide services that are valued, promote privacy, dignity, self-esteem and independence of our members.

The purpose of this policy is to ensure all directors, employees, volunteers and student placements of the Society behave appropriately and practice standards of professional and personal conduct that are consistent with the Society's values and uphold the public reputation of the organisation.

For the purpose of this policy, the term 'Employees' means employees, volunteers and student placements.

### Scope

This policy applies to all directors, employees, volunteers and student placements of the Society.

### Policy Statement

The Code of Conduct outlines the required standard of acceptable conduct and behaviour that is expected in the performance of duties and interactions in the workplace. This required standard of acceptable conduct and behaviour supports the Society's ability to maintain public trust and confidence in the integrity and professionalism of the services provided to our members and interactions with other organisations.

The Code of Conduct and the behaviours outlined within are fundamental to the Society building healthy and positive relationships. The Code of Conduct also governs the way in which we relate to other staff, professionals, members, clients, visitors and stakeholders.

However, the Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in the workplace.

### Policy Application

#### Personal and Professional Behaviour

All employees and directors are expected to maintain a standard of professional behaviour that maintains and promotes confidence and trust in the work of the Society.

Our personal and professional conduct must strive to create a harmonious, safe and productive workplace which models our organisational values. It is incumbent upon us to:

- Uphold the highest standards of honesty and integrity in the conduct of duties.
- Respect the dignity of the public, our clients, volunteers and other employees by treating them with courtesy, honesty and sensitivity to their rights. Treat others in the workplace fairly and with respect.
- Exercise our best judgment in the interests of the Society and our members.

- Make decisions ethically, fairly and without bias using the best factual information available.
- Comply with any legislative, industrial or administrative requirements, and all lawful and reasonable directions given by persons in authority.
- Comply with policies and procedures relevant to the person's position.
- Act responsibly in the event of becoming aware of any unethical behaviour or wrongdoing by any other employee or director and report such conduct or activities to the General Manager.

### **Use of information**

Confidential information is information obtained or developed in the course of the conduct of the Society's business and which if disclosed will or could lead to risk, damage or injury to the Society, its employees, members or third parties.

Employees and directors must:

- Protect confidential information.
- Only access confidential information when it is required for work purposes.
- Not use confidential information for any unofficial or non-work purposes.
- Only release confidential information if authorised to do so.

### **Conflicts of interest**

A conflict of interest occurs when personal interests are in conflict with the Society's and community's interest. When there is a conflict, it may influence the outcome of decisions.

All Employees and directors will declare real, potential and/or perceived conflicts of interest.

The Code of Conduct should be read in conjunction with the Conflict of Interest Policy.

### **Public Comment**

The General Manager and the Chair of the Board are the only persons authorised to provide public comment in relation to the Society's activities and personnel. However, the General Manager and/or Chair may authorise public comment to be made by other persons.

### **Acceptance of Gifts and Benefits**

A gift or benefit is any item or service offered to an employee or director by members, clients, customers (including potential members, clients and customers) or other associates, in the course of official duties. Under no circumstances are gifts to be accepted which might in any way obligate, compromise or influence Mission Australia or that person in their official capacity.

The following guidelines apply:

- Gifts, benefits or any inducements are not to be solicited
- Gifts, benefits or any inducements are not to be accepted, unless approved.
- Any gifts or benefits offered must be declared and approved by the General Manager prior to acceptance.
- Any gifts or benefits offered to the General Manager, must be declared and approved by the Chair of the Board prior to acceptance.
- Approved gifts and benefits must be recorded in the 'Gifts Register' and reported at the next scheduled Board meeting.