

HSANZ CODE OF CONDUCT POLICY

1. Introduction and Purpose

Members of HSANZ must observe and maintain the highest possible standards of behaviour or ethics and treat all members of the HSANZ community with fairness, dignity and respect

This Code sets the expected standards for membership of HSANZ.

As the HSANZ Council should be an exemplar of appropriate behaviour and ethics, each Council Member is expected to role model these behaviours and ethical standards.

The Code does not anticipate every conduct related challenge that might arise, and it is not intended to be exhaustive. Should Council members and Members be uncertain as to how to act in any situation, within the scope of this Code, they should contact the President or, if the President is conflicted, the Vice President or President-elect.

Councillors and Members must comply with all HSANZ By-laws, Charters, Policies and Procedures.

Councillors must comply with the duties and obligations as stated in the Constitution, the Corporations Act 2001 (cth) and the ACNC Governance Standards.

2. Definitions

The list of definitions apply unless the context requires otherwise

'ACNC' means the Australian Charities and Not-for-profits Commission

'Code' means this Code of Conduct

'Councillor' means a member of the Council and for purposes of the Law means Director

'Member' means an Ordinary, Honorary Life, Associate, Trainee, Associate Nurse or Retired member as defined in the HSANZ's Constitution

'CEO /EO' means the Executive Officer of HSANZ

3. Application

This Code applies to all Councillors, Members and employees / contractors of HSANZ

The obligations set out in this code apply to any situation where there is a connection with HSANZ and/or where a Member's and/or Councillor's or employee's behaviour adversely impacts, or has the potential to adversely impact HSANZ including behaviour:

- During HSANZ activities including meetings and any dealings with other Members, employees, trainees or other stakeholders
- At HSANZ related events, including social events

4. The Code

4.1 Conduct and behaviour

Councillors and Members must:

- a. Not engage in behaviour that could bring HSANZ into disrepute
- b. Foster an atmosphere conducive to good working relations
- c. Respect the position of and delegation of responsibilities to any HSANZ office holder
- d. Carry out tasks or duties assigned to them by HSANZ diligently and professionally
- e. Abide by the rules and standards of bodies empowered to regulate sectors in which HSANZ operates

4.2 Respect for Others

Councillors and Members must:

- a. Act honestly
- b. Treat all other persons fairly and with dignity, courtesy and respect
- c. Not use offensive language or behaviour in the workplace
- d. Not engage in any form of unlawful discrimination
- e. Not engage in any form of bullying or harassment or physical or verbal conduct, which a reasonable person would deem to be unwelcome, offensive, humiliating or intimidating
- f. Not ignore actual or perceived behaviour that may be in breach of this Code of Conduct, but to act in good faith to overtly identify and report any such behaviour
- g. Support colleagues who identify and report, in good faith, such behaviours
- h. Address complaints against other Councillors of HSANZ through the Code of Conduct and other policies of HSANZ – legal action should be considered as a last resort

Councillors and Members must also comply with this Code when in contact with HSANZ employees or contractors

4.3 Proper use of position and resources

Councillors and Members must comply with their legal and statutory duties as members of HSANZ including:

- a. Using their position at HSANZ and HSANZ's resources in a responsible manner
- b. Acting in good faith and in the best interests of HSANZ as a whole
- c. Acting with due care and diligence and for a proper purpose
- d. Avoiding conflicts of interest or duty

All Councillors and Members engaged in the operations or activities of HSANZ must comply with the HSANZ's Conflict of Interest Policy.

4.4 Confidential information

- a. Except as required by law or other applicable regulations Councillors and Members must keep confidential the existence and details of Board information, discussions, deliberations and decisions to the extent that they:
 - Are not publicly known and
 - Have not been approved for public release

As at 1 July 2021