

Code of Conduct Policy

Purpose

The purpose of this policy is to assist the Australian and New Zealand Intensive Care Society (ANZICS) maintain a harmonious and ethical work environment, which upholds ANZICS mission and values. ANZICS aligns with the ACFID Code of Conduct as a guiding principle for ethical behaviour and standards.

Scope

This Code of Conduct Policy applies to all employees, (including temporary employees) contractors, consultants, Board, Executive and Committee members and volunteers of ANZICS.

ANZICS Mission

All ANZICS personnel are expected to behave in ways that are aligned with the mission and values of the organisation.

ANZICS vision is to lead *excellence in intensive care practice*. This vision serves ANZICS mission; *to achieve the best possible outcomes for patients and their families*.

ANZICS Values:

- Integrity: ANZICS delivers reliable, transparent and progressive outcomes to foster trust and respect.
- Respect: ANZICS values open communication and reflection, recognising the perspectives and contributions of all.
- Inclusivity: ANZICS embraces workplace diversity to promote an environment where everyone feels valued.
- Collaboration: ANZICS actively seeks opportunities and partnerships to achieve its goals.
- Excellence: ANZICS strives to add value and deliver high quality and sustainable services.
- Innovation: ANZICS encourage creativity to achieve organisational quality, excellence and continuous improvement in all its activities.

Our personnel contribute to the success of our organisation and that of our Members. ANZICS fully endorses that no personnel are deprived of their basic human rights.

Furthermore, our personnel have an obligation to the Society, our Members and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine personnel and Member trust.

Policy

The Code of Conduct sets out the expected standard of behaviour of all personnel of ANZICS.

The Code of Conduct and the behaviours outlined within it are fundamental to ANZICS building healthy, positive, and respectful relationships within our workplace and with our wider community. The Code of Conduct also governs the way in which all ANZICS personnel are expected to relate to one another, external professionals, clients, visitors, and all stakeholders.

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.

This policy is based on the following expected behaviours:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- Be considerate and respectful of the workplace environment and others
- Exercise fairness, equality, courtesy, respect, consideration and sensitivity in dealing with other personnel, members, and external agents we come into contact with including but not limited to suppliers, patients and members of the public
- When representing ANZICS in external facing events including but not limited to meetings, functions, events and conferences, to act with decorum and avoid behaviours that may bring the organisation into disrepute
- Avoid apparent conflict of interests, promptly disclosing to ANZICS General Manager, any interest which may constitute a conflict of interest
- Promote the interests of ANZICS
- Perform duties with skill, honesty, care and diligence
- Any form of sexual harassment or bullying will not be tolerated, as outlined in the ANZICS HR Manual
- Abide by policies, procedures and lawful directions that relate to your employment with ANZICS
- Abide by ANZICS Child Safeguarding Policy
- Abide by ANZICS Prevention of Sexual Exploitation, Abuse and Harassment Policy
- Refrain from engaging in inappropriate activities for exchange of goods, services, monetary benefits, employment opportunities, or preferential treatment.

- Employees must not accept money, gifts, or any other form of compensation or benefit from clients, vendors, or any other third parties that could influence or appear to influence their professional judgment or actions.
- All personnel are required to report suspected violations of the ANZICS Code of Conduct and ANZICS Child Safeguarding Code of Conduct
- Any member of personnel, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.
- Establish and maintain professional boundaries and relationships between staff, general members, ANZICS Board and Committee members and clients so that ethical decisions and judgements are made, ensuring equality of opportunities for all staff that are free from influence that may result in preferential treatment.

Confidentiality

Staff must not disclose any confidential information belonging to ANZICS, except as required by law, in the performance of their duties or part of their engagement or as permitted in writing by ANZICS.

Staff must not misuse confidential information. Misuse of confidential information can include the inappropriate storage of unencrypted storage of confidential information without password protection on personal devices.

Staff must take whatever measures as reasonably necessary to prevent the disclosure of or misuse of confidential information.

Staff must comply with any lawful request by ANZICS, for confidential information to be deleted, erased or destroyed in such a manner that it cannot be retrieved.

Conflict of Interest

Staff must not act in conflict with or be in a position of conflict (or potential conflict) with, the interests of ANZICS without the express written consent of the ANZICS. They must adhere to and comply with the ANZICS Conflict of Interest Policy at all times.

ANZICS understands that staff may be engaged in other employment, trade or business opportunities. To ensure that there are no actual or potential conflicts of interest, employees are required to supply the full details of any other employment that they are engaged in, regardless of the potential for conflict or not.

IT Security

Staff must ensure that their use of IT resources and equipment is reasonable and appropriate.

Staff are prohibited from accessing, downloading, transmitting or otherwise storing content, information or images that is unlawful or may be deemed offensive, pornographic or not in the interests of ANZICS.

Staff must always ensure the security of ANZICS information and IT resources.

Any personal use of IT resources including email, internet and telephones (including mobile phones) must be kept to a minimum.

Discrimination, Harassment and Bullying

Staff must not unlawfully discriminate against, sexually harass, or harass or bully anyone, and are expected to encourage a workplace culture that is free from such treatment.

Staff who witness any type of inappropriate behaviour in the workplace, are obliged to report it immediately to the ANZICS General Manager, or if the behaviours relate to the General Manager, a senior member of the ANZICS management team or Executive. Staff are also encouraged to speak to the ANZICS General Manager if they have any questions or concerns about bullying, harassment or discrimination in the workplace.

Alcohol and Drugs

Staff must not be intoxicated at work.

A staff member is taken to be intoxicated if the employee's faculties are, by reason of the employee being under the influence of intoxicating liquor or a drug (except a drug administered by, or taken in accordance with the directions of, a person lawfully authorised to administer the drug), so impaired that the employee is unfit to be entrusted with the employee's duties or with any duty that the employee may be called upon to perform.

If staff require medication that affects their ability to perform their duties, a medical certificate should be produced from a duly qualified medical practitioner explaining their capacity or incapacity to perform their duties.

Use of resources

Staff must not destroy or take for personal use any items belonging to ANZICS without prior written approval.

Staff must only use ANZICS equipment, funds, facilities and other resources effectively, economically and carefully for the benefit of ANZICS.

Breach of the Code of Conduct

Any breach of this Code of Conduct will be taken seriously and may lead to disciplinary action, up to and including termination of employment (for employees), changed working arrangements or the cessation of any contract or engagement. Sanctions against members (subject to investigation by the Board) may include termination of membership and/or removal from Committees or the Board.

Disciplinary action may include (but is not limited to):

- Counselling
- Requiring a formal apology
- Conciliation/mediation conducted by an impartial third party
- Training on expected standards of behaviour
- Verbal or written warning
- Termination of employment, with or without notice

Other Policies and Procedures

This Code of Conduct should be read in conjunction with:

- Conflict of Interest
- ACFID Code of Conduct
- Anti-Bullying and Harassment Policy
- Child Safeguarding Policy
- Prevention of Sexual Exploitation, Abuse and Harassment Policy
- Financial Wrongdoing and Anti-Corruption Policy

Review

The Code of Conduct Policy will be reviewed from time to time or as legislation is amended, considering current good practice and applicable regulatory advice.