



Indigenous Allied Health Australia (IAHA) CODE OF CONDUCT

This Code seeks to provide the basis for developing a positive workplace culture, a culture which reflects our core values of Respect, Cultures, Inclusiveness, Accountability, Collaboration and Innovation. The IAHA Code of Conduct defines standards of ethical and professional conduct that are required of everyone working in, and with, IAHA in any capacity, the outcomes we are committed to and the behaviours which are unacceptable and will not be tolerated.

The intent of the Code is to provide a framework to promote ethical day-to-day conduct and decision making. It does not and cannot cover every situation that can arise in the workplace. The Code does not replace the need for common sense in how employees conduct themselves.

The Code requires all to adhere to the standards set out below. The standards in this Code also apply to social activities that take place outside work premises but under IAHA auspices, and to the making of comments about other employees, board directors or members on social media where the status of the person making the comments as a board director, employee or member is indicated or can be inferred.

Standard 1: Promote a positive work environment

All must:

- treat all people stakeholders with courtesy and respect and with due sensitivity to the needs of those with different backgrounds and cultures;
- treat all others in a way that promotes harmonious and productive working relationships, and a collaborative teamwork approach;
- not bully or harass others, or discriminate against them on the basis of their sex, race, ethnic or ethno-religious background, marital status, pregnancy, disability, age, homosexuality, transgender or carers' responsibilities;
- not encourage or support others in harassing or bullying, or in acting in a way that is contrary to harmonious working relationships between others;
- where appropriate, attempt to settle any complaints, disagreements or grievances involving others in the first instance; or pursue such matters through the Chairperson or CEO in a way which is proportionate to the issues raised, utilises applicable IAHA policies, and recognises that in any process, to resolve such matters others also have perspectives and rights.

Standard 2: Demonstrate honesty and integrity

All must:

- avoid situations which may give rise to pecuniary or other conflicts of interest, and should any conflicts or possible perceptions of such conflicts arise declare them immediately to their manager;
- ensure that their actions and decisions are not influenced by self-interest or considerations of personal gain or other improper motives;
- not accept bribes, gifts or inducements that are intended to, or could be reasonably interpreted as being, an influence on decisions or actions; or designed to secure influence or preferential treatment in favour of the giver, which means that token or inexpensive gifts offered as an expression of gratitude can be accepted;

Standard 3: Act professionally and ethically

All must:

- comply with all applicable IAHA policies and procedures;
- avoid conduct that could bring IAHA or any of its employees, Board of Directors or members into disrepute, including when using social media;

- act in a way which protects and promotes the interests of IAHA;
- only provide official comment on matters related to IAHA if authorised to do so;
- when making public comment on issues or participating in political or industrial activities, not indicate or imply that their views are those of IAHA;
- carry out their duties or responsibilities in a politically neutral manner;
- report criminal charges or convictions against them involving offences punishable by imprisonment for 12 months or more to the CEO within 7 days of the charge being laid or a conviction recorded;
- report to the Chairperson, CEO, manager and/or to the appropriate external statutory body any misconduct by others of which they become aware, such as corruption, fraud, maladministration, and serious or substantial waste; and,
- conduct themselves in a manner which does not damage or undermine the reputation of IAHA its members, Board or employees, avoiding actual impropriety and any appearance of improper behaviour.

Standard 4: Use official resources lawfully, efficiently and only as authorised.

All must:

- use IAHA resources efficiently;
- use all equipment, goods, resources and materials provided for work-related purposes only, and not for outside business practice or political purposes: for example, employees cannot operate a private business from the workplace. However, reasonable personal use may be made of equipment (such as phones, computers or photocopiers) provided that work performance is not affected and any instructions about such personal use are followed.
- follow any special directions or conditions that apply to the authorised use of official resources for non - official purposes; and
- not use IAHA internet and email resources for accessing, transmitting, storing or downloading pornographic, sexually explicit or otherwise inappropriate material.

Standard 5: Maintain the security of confidential and/or sensitive official information.

All must:

- keep confidential all personal information and records including Board papers, discussions, decisions and related correspondence;
- not use or release official information without proper authority, such as discussing or providing information on social media that could identify stakeholder information;
- maintain the security of confidential and/or sensitive information, including that stored on communication devices; not disclose, use or take advantage of information obtained in the course of official duties , including when they cease to work in IAHA;
- make only proper use of information acquired as a board director, member or employee; and
- do not disclose the contents of any correspondence received by IAHA, except until such time, where appropriate, it is public record.

Standard 6: Maintain professional relationships.

All must:

- not take an unfair advantage of, or exploit an individual with whom they have a professional relationship;
- ensure that IAHA activities are responsive to the needs and interests of members;
- ensure that IAHA is accountable by documenting and communicating actions and decisions to members, as appropriate;
- apply the IAHA values and principles to all professional relationships
- actively seek input and communicate with IAHA membership.

I, [printed name] _____ agree to abide by

the IAHA Code of Conduct as outline in this document.

Signature: _____

Date: _____