



Policy Title: IAHA CODE OF CONDUCT (MEMBERS / BOARD OF DIRECTORS / EXTERNAL STAKEHOLDERS / EMPLOYEES / STUDENTS)

1. POLICY STATEMENT

IAHA Members, Board of Directors, External Stakeholders, students, representatives, and employees have a responsibility for IAHA's overall success in meeting its objectives and strategies. Therefore, all have individual responsibilities to ensure they are undertaking their roles and responsibilities in a culturally safe and responsive manner, to the best of their abilities, and in accordance with legal requirements and agreed ethical and cultural standards, in accordance with IAHA's Code of Conduct.

IAHA we are committed to ensuring that all Aboriginal and Torres Strait Islander people are thriving in ongoing connection to self, spirit, and place. This includes ensuring access to culturally responsive education, training, employment and allied health services. IAHA support the health, wellbeing and self-determination of Aboriginal and Torres Strait Islander peoples through holistic, culturally responsive and strengths-based approaches. To achieve this, everyone who is part of IAHA must promote a positive working environment where all contributions, knowledges and experiences are valued.

High standards of workplace practice and conduct assists to maintain high morale and produce more effective working and cultural relationships, develop trust, and enhance stakeholder and community outcomes.

Unacceptable behaviour, discrimination, racism, bullying and/or harassment will not be tolerated and will be dealt with under the relevant policy, including the IAHA Anti-Racism and Anti-Discrimination policy.

2. PURPOSE

The Code of Conduct seeks to provide the basis for developing a positive organisational culture, a culture which reflects our core values (see Section 5) Our values and principles lay the foundation of cultural integrity as a national Aboriginal and Torres Strait Islander community-controlled member-based organisation and direct us in achieving our vision and purpose.

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 expected.

The intent of the Code is to provide a framework to support ethical day-to-day conduct and decision making. It does not -and cannot - cover every situation that can arise in the course of IAHA business. The Code does not replace the need for common sense in how individuals conduct themselves personally and professionally.

All persons or organisations undertaking or providing contracted services, with IAHA must abide by the Code of Conduct and the core values and principles that it promotes.

3. DEFINITIONS

Board: The IAHA Board of Directors.

Management and Supervisors: IAHA employees with specific roles determined by the relevant staff dispositions.

Whistle-blower: Is a person being a Board Director, Member, employee, student or contractor of an entity who, whether anonymously or not, who attempts to or makes a report connection with reportable conduct, where the whistle-blower wishes to avail themselves of protection against reprisal for having made the report.

Conflict of Interest: Means a situation where there is an actual, potential or perceived divergence between the personal interests of a Board Member or employee or student and their professional and work related obligations to IAHA, such that an independent observer might reasonably question that the Board or employee's, or student's or member's conduct may have been influenced by his or her own private interests or personal circumstances.

CEO: Chief Executive Officer of IAHA.

Chairperson: Chairperson of the IAHA Board of Directors.

Employees: Employees of IAHA.

Members: Members of IAHA.

Secretariat: All of IAHA's employees.

Students: students undertaking the National Aboriginal and Torres Strait Islander Health Academy and other IAHA supported education and training programs

Promulgated: To promote and make widely known.

Pecuniary: Relating to or consisting of money.

Maladministration: Inefficient or dishonest administration, mismanagement.

4. POLICY / PROCEDURES

The Chief Executive Officer is responsible for ensuring that the Code is promulgated throughout IAHA. All persons or organisations undertaking or providing representation of, and contracted services in IAHA, must be given a copy of the Code of Conduct to read and sign on commencement of work in or representation of IAHA.

4.1 Responsibilities under the Code

All persons are responsible for applying, and complying with, the Code.

The IAHA Chairperson and CEO are responsible for ensuring that the IAHA Board, members, employees, students, representatives, and service providers are aware of, and understand, their responsibilities under the Code.

The IAHA Board will have the overall responsibility to ensure that the Code of Conduct is maintained.

4.2 What happens if there is a breach of the Code?

There is a range of consequences for breaches of this Code depending on the nature and seriousness of the matter.

The IAHA Chairperson and CEO have a responsibility to address alleged breaches of the Code promptly, and in a fair, transparent and reasonable manner. They need to assess the seriousness of any alleged breaches, and how they should be dealt with.

In the instance of a breach of the Code by the CEO and/or Chairperson, the Board will have the collective responsibility to address alleged breaches promptly and in a fair and reasonable manner.

Possible outcomes for those who breach the Code may include, but are not limited to, the following:

- Referral to counselling;

- performance improvement plans;
- formal disciplinary action;
- referral to the police in cases of suspected possible criminal activity;
- referral to appropriate Government agencies
- ineligibility for future opportunities of a similar nature;
- suspension or termination of membership;
- termination of Board directorship; or
- termination of employment.

Certain sections of the Code reflect the requirements of legislation, and breaches of these conditions may be punishable under law.

4.3 What to do if you are concerned about a breach of the Code?

Any breach or concerns about a breach of the Code should be reported to the Chairperson, CEO or their manager respectively. If the reporter is not comfortable about reporting to the Chairperson, CEO, or their manager, they should report the matter to the IAHA Board of Directors.

In some circumstances, such as allegations of corruption, there is a mandatory requirement to report matters to external agencies, such as the police or the ACT Integrity Commission.

4.4 Protection for people who raise concerns about a breach of the Code

IAHA is committed to protecting any person who raises concerns about a breach of the Code from retaliation or reprisals. Any attempt to take detrimental action against a person who raises a legitimate breach of the Code will be treated seriously and may lead to disciplinary action.

Further, it is a criminal offence to take reprisal against a whistle-blower under Section 20 of the Public Interest Disclosures Act 2013 where a disclosure falls within the scope of that Act.

5. IAHA CORE VALUES

We value and respect Aboriginal and Torres Strait Islander:

- Cultures & Identities
- Knowledges & Perspectives
- Sharing & Relationships

We believe that Aboriginal and Torres Strait Islander ways of knowing, being and doing can influence and transform systems through collective action and partnership. We will collaborate with integrity, find strength in and value diversity, and will seek and support Aboriginal and Torres Strait Islander led strategies to meet local needs.

We strive to reflect these core values in our workplaces, communities, families and in our conduct by demonstrating the following:

Culture as central to Aboriginal and Torres Strait Islander health and wellbeing

- We recognise that culture is foundational to Aboriginal and Torres Strait Islander peoples, families and communities' health and wellbeing.
- We believe in the holistic view of Aboriginal and Torres Strait Islander health and wellbeing that relates to the physical, emotional, spiritual, and cultural wellbeing of the individual and community.

Aboriginal and Torres Strait Islander leadership and self-determination

- We support and promote Aboriginal and Torres Strait Islander leadership, strength, resilience, and self-determination.
- We affirm that health is a fundamental human right and every human being is entitled to the enjoyment of the highest attainable standard of health conducive to living a life in dignity.
- We affirm that, as Aboriginal and Torres Strait Islander Peoples, we have the right to determine the strategies and priorities of our own health and wellbeing to ensure our individuals, families and communities are strong and thriving.

Culturally-informed, strengths-based practice

- We will embed Aboriginal and Torres Strait Islander knowledge, perspectives, and innovations in everything we do.
- We commit to engaging our members to ensure their voice is heard in our written policy submissions, advocacy, and programs.
- We commit to continuously learn and develop, while keeping our cultural practice and knowledge at the core of our work.

Partnership and Collaboration

- We will work collaboratively together as members, with our partners and wider health and workforce sectors to achieve our vision and purpose.
- We believe that trust and equality is at the centre of building strong, lasting relationships with mutual respect.
- We will be open to new knowledge and provide opportunities for members to engage in meaningful and supportive ways.
- We are an organisation that believes in its people and is person-centered.
- Our leaders are role models for our core values, and they are accountable.
- We willingly work in partnership to provide excellent levels of support and service.
- We all actively contribute and always seek ways to improve.
- We encourage and recognise outstanding performance and achievements.

Accountability and Responsibility

- We commit to base our efforts on a foundation of evidence with active engagement of Aboriginal and Torres Strait Islander peoples in collaborative and inclusive decision-making.
- We commit to being reliable partners through effective and transparent good governance practices. Our performance is open to public scrutiny through member and stakeholder surveys.
- We commit to support our members with a strong organisation that is fiscally responsible and accountable. We accept that with local decision making comes responsibility and accountability.
- We foster greater confidence and cooperation through open two-way communication.
- We recognise that accountability is reciprocal and must include Aboriginal and Torres Strait Islander people, families, and communities.
- We work within good governance practices and continually monitor our progress, reporting and compliance requirements as a national leading organisation.

Respect

- We never lose sight of people's fundamental right to be treated with dignity, compassion, and respect.
- We listen to the community and each other.
- We welcome new ideas and ways of doing things to improve service delivery.
- We treat our colleagues and stakeholders with dignity and respect, and care about those around us.
- Each of us is responsible for workplace culture and performance.
- We have zero tolerance for bullying, harassment, racism or discrimination and no-one is exempt.

6. THE CODE OF CONDUCT

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, students, or representatives of IAHA on social media or in public where the status of the person making the comments as an IAHA Director, employee or member is indicated or can be inferred.

Under the code of conduct, all must:

6.1 Promote a positive work environment

- treat all people and stakeholders with courtesy and respect and with due sensitivity to the needs of those with diversity of 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, and utilising applicable IAHA policies and procedures, attempt to settle any complaints, disagreements or grievances involving others in the first instance; or
- pursue such matters through the IAHA Chairperson or CEO in a way which is proportionate to the issues raised, and recognising that in any process, to resolve such matters - others also have perspectives and rights.

6.2 Demonstrate honesty and integrity

- abide by applicable IAHA policies and procedures, including this Code;
- avoid situations which may give rise to pecuniary or other identified conflicts of interest, and should any conflicts or possible perceptions of such conflicts arise, to 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 or inducements that are intended to influence their decisions or actions;
- not accept gifts where they are, or could be reasonably interpreted as being, 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; and
- provide honest and accurate comments when giving references.

6.3 Act professionally and ethically

- comply with all applicable IAHA policies and procedures;
- avoid and refrain from 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 IAHA CEO and/or Chairperson or Board within 7 days of the charge being laid or a conviction recorded;

- report to the IAHA Chairperson, CEO, manager and/or where applicable, to the appropriate external statutory body any misconduct by others of which they become aware of, 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 of Directors, or employees, avoiding actual impropriety and any appearance of improper behaviour.

6.4 Use official resources lawfully, efficiently, and only as authorised.

- use IAHA resources lawfully and efficiently;
- use all equipment, goods, resources, and materials provided for work-related purposes only, and not for outside business practice or political purposes or for sharing: 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 or that IAHA is not negatively impacted and any instructions about such approved 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.

6.5 Maintain the security of confidential and/or sensitive official information.

- abide by the IAHA Privacy and Confidentiality Policy and procedures and any other requirements under the *Privacy Act 1988*;
- keep confidential all personal information and records in IAHA's possession including Board papers, legal documents, discussions, decisions and related correspondence;
- not use or release official or private, commercial or confidential information without proper authority, such as discussing or providing information to external parties or on social media that could identify stakeholder or member information or sensitive IAHA information;
- maintain the security of confidential and/or sensitive information, including the information that is stored on communication devices; not disclose, use or take advantage of information obtained in the course of official IAHA duties, including when they cease to work for or represent IAHA;
- make only proper use of information acquired as an IAHA Board member, member, and employee; and,
- do not disclose the contents of any correspondence received by IAHA, except until such time, where it is approved to do so or is appropriate, it is public record.

6.6 Maintain professional relationships with all stakeholders.

- not take an unfair advantage of, or exploit any relationship with stakeholders in any way, including not engaging in inappropriate on-line friendships with stakeholders via social media;
- not have any sexual relationship with a stakeholder during a working relationship;
- where a personal relationship is identified between an IAHA employee, Board Director or member and the stakeholder prior to a work engagement, all parties to declare any conflicts of interest and make the CEO or Chairperson aware of the relationship prior to work being undertaken with the stakeholder.

6.7 Responsiveness to IAHA members.

- Ensure that IAHA activities are responsive to the needs and interests of IAHA members;
- Ensure that the IAHA Board of Directors are accountable to the members by documenting and communicating the relevant actions and decisions, as appropriate;
- Apply the principles of equality and diversity, and ensure that IAHA is fair and open to all sections of the organisation in all of its activities; and,

- Actively seek input and communicate with IAHA membership.

6.8 Effective Board Performance.

All Board Directors must:

- Ensure co-operation with all IAHA Board members to manage the Board's operations;
- Strive to attend all IAHA Board meetings, contribute to meetings by reading Board papers and adequately prepare for meeting discussion;
- Make informed decisions in the collective best interest, having given due consideration to differing points of view on the IAHA Board and amongst IAHA members;
- Accept and publicly support the decision of the majority;
- Work co-operatively with the IAHA Secretariat, recognising their role and responsibilities; and,
- Where required or applicable, work co-operatively with IAHA members and stakeholders.

7. ACKNOWLEDGEMENTS / REFERENCES

IAHA Organisational Chart
 IAHA Conflict of Interest Policy
 IAHA Complaints Handling Policy
 IAHA Climate Change Mitigation Policy
 IAHA Grievance Policy
 Representing IAHA Policy
 IAHA Conflict Resolution and Mediation Policy
 IAHA Harassment Policy
 IAHA Outside Employment Policy
 IAHA Risk Management Policy
 IAHA Safe Driving Policy
 IAHA Work Health & Safety Policy
 IAHA Emergency and Natural Disaster Policy
 IAHA Whistleblower Policy
 IAHA Anti-Racism and Anti-Discrimination Policy
 IAHA Cultural Governance Policy
 IAHA Corruption and Fraud Policy
 IAHA Alcohol and Other Drug Use and Supply Policy
 IAHA Board-Staff Communications Policy
 IAHA Employee Assistance Program Policy
 IAHA Social and Emotional Wellbeing Policy and Strategy
 IAHA Indigenous Cultural and Intellectual Property Policy
 IAHA Media Engagement Policy
 IAHA Social Media Policy
 IAHA Privacy and Confidentiality Policy
 IAHA Records and Information Management and Security Policy
 IAHA Members Professional Development Support Policy
 IAHA Board Performance and KPI's Policy and strategy
 IAHA HR Performance Management Policy
 IAHA Delegations Policy

8. RELATED LEGISLATION

Public Interest Disclosures Act 2013
 My Health Records Act 2012
 Information Privacy Act 2000 (Vic)
 Charter of Human Rights and Responsibilities Act 2006 (Vic)
 Information Privacy Act 2014 (Cth)
 Privacy Act 1988

9. DEVELOPED:

Effective Date:	19 May 2014
Reworked/redeveloped:	28 August 2023
Re-endorsed by the Board on:	5 September 2023
Review Date:	1 August 2024



Signed by the Chief Executive Officer:

Date: 5 September 2023



Signed by the Chairperson:

Date: 5 September 2023