

### Policy Statement

This Code of Conduct outlines the required standards of behaviour and practice by employees or volunteers in undertaking their role with Kidney Health Australia.

#### **1. Personal and professional behaviour**

- 1.1 Employees and/or volunteers are to perform any duties associated with their position in a conscientious, competent and honest manner, consistent with the values of the organisation.
- 1.2 Employees and/or volunteers are to treat all others with respect and courtesy, having regard for their dignity and rights.
- 1.3 Employees and/or volunteers act fairly and equitably, respecting diversity in the environment which they work in.
- 1.4 Employees and/or volunteers prevent and respond to unlawful discrimination against other employees, volunteers, clients and stakeholders.
- 1.5 Employees and/or volunteers do not engage in bullying, violence, harassment or any other forms of victimisation.
- 1.6 Employees and/or volunteers dress and act in public in a professional manner that does not reflect adversely on the organisation or other employees.
- 1.7 Employees and/or volunteer use of social media does not compromise the organisation's reputation and does not include derogatory, shaming or other personal attacks towards or about employees, Board members, volunteers, client or other stakeholders.

#### **2. Accountability**

- 2.1 Employees and/or volunteers use equipment, facilities and funds for the primary purpose of undertaking organisational duties.
- 2.2 Employees and/or volunteers maintain confidentiality of all organisation and personal information obtained during employment and other formal engagement with the organisation and utilise such information for the purposes of carrying out duties and not for financial or other benefit, or to take advantage of another person or organisation.
- 2.3 Employees and/or volunteers maintain organisation and personal records in accordance with legislative and organisational policy requirements.
- 2.4 Employees and/or volunteers ensure all decisions made in the course of their duties are transparent and align with organisational policy and procedures.
- 2.5 Employees and/or volunteers understand and comply with organisation policies and procedures.
- 2.6 Employees and/or volunteers are responsible for seeking clarification where needed regarding any part of their employment, including details of this Code of Conduct.
- 2.7 Employees and/or volunteers take responsibility for reporting conduct by other employees, Board members or volunteers which contravenes any law, organisational policy and procedures, or this Code of Conduct.

#### **3. Conflicts of interest**

- 3.1 Employees and/or volunteers declare and manage any potential, actual or apparent conflicts of interests.
- 3.2 Employees and/or volunteers do not accept gifts, benefits or favours that may influence or be reasonably seen to influence decision making. Gifts exceeding \$50 in value must be disclosed by the employee to their manager.
- 3.3 Employees and/or volunteers prevent and respond to nepotism and patronage.
- 3.4 Employees and/or volunteers manage conflicts of interest in accordance with organisational conflict of interest policies and procedures.

**4. Safe Environment**

- 4.1 Employees and/or volunteers are to perform their duties in a safe and competent manner in accordance with organisational workplace health and safety policies and procedures, and relevant workplace health and safety legislation.
- 4.2 Employees and/or volunteers must take care to not put themselves or others at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviours or the misuse of alcohol or drugs.
- 4.3 Employees and/or volunteers take action in preventing, identifying and responding to workplace health and safety risks.

I, \_\_\_\_\_ (employee), have read, understand and agree to this organisation Code of Conduct. I commit to the required standards of behaviour and practice as outlined in the Code of Conduct.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**1 Document Information**

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| <b>Document owner</b> | Human Resources  |
| <b>Creation date</b>  | 20 December 2018 |

**2 Revision History**

| <b>Issue #</b> | <b>Date</b> | <b>Author</b>  | <b>Change</b>   |
|----------------|-------------|----------------|-----------------|
| 1              |             | Mary Markerink | Initial release |