



Document:
CODE OF CONDUCT

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Purpose: To provide the standards that define the expectations of employee behavior in the workplace to build a positive workplace culture.

Scope: Applies to all employees and volunteers of The Australian Lung Foundation.

Definitions: 'Manager' is any employee with supervisory responsibilities.

Documents:

Requirements:

We are all responsible for implementing the Code of Conduct in our workplace.

All employees are responsible for ensuring that their behaviour reflects the standards of conduct in the Code of Conduct and builds a positive workplace culture.

All Managers have a special responsibility to support employees in achieving their responsibility as outlined in the Code of Conduct, by leading by example and assisting employees to understand the Code of Conduct and the policies and procedures of The Australian Lung Foundation.

The Australian Lung Foundation prides itself in its ability to maintain a positive and professional image in the market place.

The Code of Conduct is built around five principles of ethical behaviour that have been identified as central to the creation of a positive workplace culture, which are:

- Respect for People;
- Integrity;
- Respect for the Law;
- Diligence;
- Economy and efficiency.

Respect for People

The Australian Lung Foundation is committed to creating a workplace that is free from bullying, harassment and discrimination, where people are respected, and diversity is embraced. To achieve this goal, all employees are expected to:

- Treat people with respect, courtesy, honesty and fairness;
- Respect different values, beliefs, cultures and religions;
- Value the contribution of the people you work with, and work with them co-operatively;
- Not bully, intimidate, harass or discriminate against other people; and
- Treat personal information of all people with the strictest confidence.

All employees are entitled to a safe and healthy work environment, where they are not bullied or harassed, or subject to violent or aggressive behaviour.

Managers have a special responsibility to model and promote these behaviours, and to help employees understand what is required.

Integrity

Working for the Australian Lung Foundation means that employees are in a position of trust. They must ensure that they:

- Make fair and transparent decisions;
- Tell their manager about any conflict of interest and any gifts that they receive at work with a value in excess of \$100;
- Never use their position improperly to gain an advantage in their private life;
- Report any fraud or corruption that they become aware of at work;
- Only utilise Australian Lung Foundation information in a manner that they are authorised to do; and
- Always discuss the activities of The Australian Lung Foundation in an appropriate context.

Accessing inappropriate material using The Australian Lung Foundation resources, such as electronically accessing or forwarding pornographic material, will result in a range of disciplinary action up to and including dismissal.

Respect for the Law

All employees are to have a working knowledge of the laws, policies and procedures that apply to their work, including the Code of Conduct. Managers have a special responsibility to help employees understand the laws, policies and procedures.

All employees are expected to carry out lawful and reasonable directions they are given and implement policies and procedures that apply to their work. They have the right to question a direction or a policy if they believe it to be unreasonable or unlawful.

Diligence

All employees are expected to:

- Work safely in accordance with workplace health and safety instructions and work to the best of their ability;
- Maintain and improve their knowledge and skills, with the support of their manager;
- Act professionally and avoid conduct that could bring The Australian Lung Foundation into disrepute;
- Ensure that their use of alcohol and other drugs does not affect their work. Smoking is banned in any Australian Lung Foundation workplace; and
- Be open about reporting mistakes, and deal justly with colleagues when mistakes are made.

Economy and Efficiency

All employees are expected to use their time and resources efficiently. All equipment, resources and consumable items should only be used for the work and business of The Australian Lung Foundation unless otherwise approved by the Chief Executive Officer.

Employees are allowed limited and occasional private use of Australian Lung Foundation phones, computers and email and internet system, so long as it does not affect their work, the work of others, or the reputation of The Australian Lung Foundation.

Employees who make decisions about the utilization of The Australian Lung Foundation financial resources should ensure that they are doing so within the scope of their delegated authority and within the policies and procedures of the Lung Foundation.

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

The Code of Conduct is not intended to be, and must not be, used to intimidate or threaten employees.

Managers must seek to avoid escalation of inappropriate behaviour that may result in a breach of the Code of Conduct, and deal with workplace conflict through timely and direct face to face communication that immediately addresses the inappropriate behaviour in a constructive way.

Managers must make fair, transparent and consistent decisions in response to an allegation of a breach of the Code of Conduct and the action to be taken in response to the breach. In determining the action to be taken the nature and the seriousness of the breach will be considered.

Possible consequences for an employee who breaches the Code of Conduct will range from some form of counselling provided to the employee to the dismissal of the employee.

This Code of Conduct can be amended by The Australian Lung Foundation as it sees fit and does not vest any enforceable rights in employees.

Records:	Individual Employment Records
Maintained by:	Operations
Archive Period:	7 years