



ASHM CODE OF CONDUCT

INTRODUCTION FROM THE CEO

ASHM is a purpose-driven organisation that believes in the importance of our work. How we conduct ourselves is as significant as the work we do. This Code of Conduct serves as a compass, outlining the behaviour expected of each individual, both within our organisation and in our interactions with others. It is a mutual agreement between you and ASHM, binding us together. Our code breathes life into our values, reminding us why they matter and providing practical guidance on how to embody them. It's not a document confined to our internal use. We leverage our values and Code of Conduct to ensure the best possible outcomes for all the individuals and organisations we collaborate with. We never compromise on these values; they serve as our guiding light in creating a workplace where everyone feels respected and secure.

Our Code of Conduct is not limited to a specific setting or time. It applies to every aspect of our work, whether we are in the office, working from home, on the move, engaging on social media, or representing ASHM. To fully comprehend our expectations, this Code of Conduct should be read alongside our broader set of policies and governance documents. Although some policies are referenced here, it's essential to access and understand all the organisational policies that shape our work. These policies provide the necessary guidance for our daily tasks and offer clarity on various areas of our operations.

When you join ASHM, you are committing yourself to upholding these policies. As an organisation, ASHM aspires to cultivate a culture that enables each individual to thrive, and you play a vital role in creating that environment. We are dedicated to fostering a workplace where we can openly and respectfully challenge ideas and engage in thoughtful discussions on complex issues. By doing so, we strive to continuously improve and make a positive impact in the world.

The commitments outlined in this code are not just mere words; they are our organisational values translated into tangible behaviours and actions. Every individual is held accountable to these commitments, fostering a robust culture that each of us can take pride in and take responsibility for. Our Code of Conduct applies to every corner of our organisation, encompassing everyone who works for ASHM, including our Board members, employees, volunteers, student participants, contractors, and sub-contractors ("participants").

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ASHM Health

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ABN 48 264 545 457 CFN 17788



PURPOSE

The purpose of this Code is to establish the fundamental principles and guidelines that all individuals associated with ASHM are expected to adhere to. By following these principles, we aim to create an environment that promotes collaboration, inclusivity, trust, respect, and a positive dynamic. We believe that a workplace characterized by these values leads to better outcomes for everyone involved.

OUR VALUES

- **Collaborative:** We believe in and harness the power of collaboration to drive innovation and positive change. We work closely with our partners and colleagues to foster a culture of cooperation, teamwork, and mutual support. By collaborating with others, we can leverage our collective strengths and achieve more together than we could alone.
- **Inclusive:** we create an inclusive environment that values diversity, equity, and belonging. We strive to create a workplace where everyone feels welcome, respected, and valued, regardless of their background, identity, or experience. By promoting inclusivity, we can unlock the full potential of a person centred health workforce that fights stigma and discrimination.
- **Trustworthy:** we operate with integrity, honesty, and transparency in all our interactions. We work hard to build trust and earn the confidence of our partners and colleagues by consistently delivering on our commitments and communicating openly and honestly. By being trustworthy, we can build strong and lasting relationships that are the foundation of our success.
- **Respectful:** we treat all individuals with dignity, respect, and empathy. We are committed to creating a culture of civility and mutual respect, where everyone's contributions are valued and appreciated. Our commitment to being respectful builds trust and collaboration, creating a stigma-free health workforce that works together towards the common goal of improving the health of our communities.
- **Dynamic:** we are adaptable, innovative, and agile – embracing change, new technologies, and innovative approaches to teaching, learning, and healthcare that can respond to the ever-changing needs of patients and communities. By staying ahead of the curve, we can offer cutting-edge support to our communities, and continuously improve the quality of our services.

In addition to our core values, ASHM is committed to reconciliation as evidenced through our Reconciliation Action Plan and to environmental sustainability. Included within this Code is a personal commitment from each of us to support these organisational commitments through our own workplace actions and decisions.

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OUR COMMITMENTS

We commit to the following personal conduct

- Treat everyone with courtesy, respect, kindness, consideration, and sensitivity to their rights.
- Refrain from all forms of harassment and discrimination based on gender, race, religious belief, political affiliation, disability, sexual orientation, or illness.
- Always act honestly, in good faith, and respectful of the trust placed in us.
- Respect an individual's rights to privacy and treat personal information in-confidence.
- Consider the impact of our decisions and behaviour on the well-being of others.
- Refrain from acting in any way that would unfairly harm the reputation and career prospects of other participants.
- Refrain from allowing personal relationships to affect professional relationships.
- Seek advice where a colleague's behaviour is perceived to be in breach of the Code, and report any suspected corrupt, criminal, or unethical conduct.

We commit to the following professional conduct

- Perform our duties diligently, impartially, conscientiously, with integrity, and to the best of our ability.
- Take responsibility for the health and safety of ourselves and others when carrying out our duties.
- Keep up to date with advances and changes in the body of knowledge and the professional and ethical standards relevant to our area of expertise.
- Strive to always achieve the highest professional standards.
- Comply with any relevant legislative, industrial, or administrative requirements always including observance and application of anti-discrimination policy.
- Respect the privacy and confidentiality of all individuals and information we encounter while working with ASHM.
- Do not disclose, share, or use confidential or sensitive information for personal gains or unauthorized purposes.
- Comply with the principles of environmental responsibility as far as possible.
- Foster teamwork and collegiality among all participants, and always give due credit to the contributions of others.
- Maintain adequate documentation to support any decisions made.
- Take no improper advantage of any official information gained in the course of our employment.

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- Refrain from allowing personal political views and/or affiliations or other personal interests to influence the performance of duties or exercise of responsibilities.

We commit to the stewardship of ASHM resources

- Use ASHM's resources responsibly and for legitimate purposes only.
- Seek permission before using ASHM's property for personal use.
- Use resources in a manner that causes no harm to the community or the environment.
- Strive to always obtain value for money spent on behalf of the organisation and avoid waste and extravagance in the use of resources that belong to ASHM.
- Secure all property owned by ASHM against theft or fraud.
- Maintain the integrity and security of ASHM's intellectual property.

We commit to Dealing with conflicts of interest

- Ensure that our financial and other interests and actions do not conflict or seem to conflict with the obligations and requirements of our organisation's position.
- Ensure that we do not advance our own interests over those of the organisation.
- Avoid any financial or other interest or undertaking that could directly or indirectly, compromise the performance of our duties.
- Take all suitable measures to avoid or deal appropriately with any situation in which we may have or been seen to have a conflict arising out of our relationship with others within or beyond the organisation.
- Notify the existence of an actual or potential conflict of interest.
- Disclose our personal relationships when involved in decisions that impact individuals with whom we share a personal connection.

We commit to the ACFID Code of Conduct

- Ensure that any communication regarding another NGO or ASHM partner is factually accurate, respectful and does not intentionally or otherwise mislead.
- Be familiar with the ACFID Code of Conduct and act in accordance with that Code of Conduct.
- Refrain from making statements about other ACFID members with the intention of creating reputational or other damage.
- Be familiar with and adhere to ASHM's Gender Equality Policy
- Be familiar with and adhere to ASHM's Child Protection Policy and Code of Conduct Agreement.

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- Be familiar with and adhere to ASHM's Prevention of Sexual Exploitation, Abuse and Harassment Policy.
- Be familiar with and adhere to ASHM's Disability Inclusion Policy
- Be familiar with and adhere to ASHM's Anti Money Laundering and Counter Terrorism-Financing Policy
- Be familiar with and adhere to ASHM's Environmental Management Policy
- Report all instances of wrongdoing in line with this Code's reporting.

COMPLIANCE AND REPORTING OF MISCONDUCT

ASHM will promote the Code of Conduct to all participants and affiliates as an important document that exemplifies its values. All participants must comply with the principles and requirements outlined in this Code of Conduct. The Senior Management Team at ASHM will:

- Exemplify in their own conduct the requirements of this Code.
- Create an environment where the requirements of this Code are reflected in their day-to day managerial duties.
- Encourage their colleagues to maintain high standards of conduct in the workplace.

Reporting and review of misconduct

All participants must remain acutely aware of any illegal or unethical behaviour and report all such behaviour, potential misconduct, or situations which you believe breaches or potentially breaches this Code or any of ASHM's policies.

The procedures for reporting these concerns are as follows:

- An employee should report a breach or potential breach to their supervising manager unless their supervisor is involved in the breach or potential breach in which case the matter should be reported to the CEO or another member of the Senior Management Team.
- If a manager (other than the CEO) considers a matter may be a material breach of this Code, they should report the breach to the CEO unless the CEO is involved in the breach in which case the matter should be reported to the CFO and the President of the Board.
- If the CEO considers a matter may be a material breach of this Code, they should report the breach to the President of the Board.

Participants are encouraged to provide as much information as possible when reporting an actual or suspected breach. All reports received will be investigated thoroughly.

To the extent possible, investigations regarding a breach of the Code of Conduct will be conducted confidentially. ASHM is committed to ensuring that participants, who in good faith report an actual or suspected breach of this Code or the organisation's policies or procedures, are protected from any reprisal or discrimination in the workplace. Victimisation of anybody disclosing a suspected breach of the Code of Conduct by any person named or implicated in the disclosure will not be tolerated.

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If you have any questions regarding this Code of Conduct or any of ASHM's policies or procedures at any time, you should contact the CFOO or the CEO.

RELATED DOCUMENTS

The code of conduct is a crucial document that outlines ASHM's expectations for behaviour and sets the standards for how we operate. As a signatory to the ACFID Code of Conduct, it is important to read the code of conduct in conjunction with ACFID Code of Conduct and other related policies. These policies collectively provide comprehensive guidance on our organisational practices and principles. You can access these policies on SharePoint Administration site under Policies and procedures and via Employment Hero. If you have any questions or require further clarification, please don't hesitate to reach out to the HR Manager of the CFOO. Familiarizing yourself with these policies will help ensure that we maintain a respectful and productive work environment for everyone.

Important related polices:

- 2.01 Conflict of Interest Policy
- 2.02 Ethical Fundraising Policy
- 2.03 Environmental Management Policy
- 2.04 Gifts and Benefits Policy
- 2.05 Anti-Bullying Policy
- 2.06 Misconduct Policy
- 2.07 Anti-discrimination Policy
- 2.08 Industry Sponsorship Policy
- 2.09 Child Protection Policy
- 2.10 External Complaints Policy
- 2.11 Ethical Investment Policy
- 2.12 Participation of Primary Stakeholders Policy
- 2.14 Whistleblower Policy
- 2.15 Related Party Transactions Policy
- 2.16 Non-development Activity Policy
- 2.17 Gender Equality Policy
- 2.18 Prevention of Sexual Exploitation, Abuse and Harassment Policy
- 2.19 Welfare, Evangelism & Political Activities Policy
- 2.21 Disability Inclusion Policy
- 3.12 Anti Money Laundering and Counter Terrorism-Financing Policy

HISTORY

Version	Approved Date	Comments/ Amendments
2023	07-07-2023	New version

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