ACT HEALTH CODE OF CONDUCT

The behaviour that ACT Health expects of its employees includes honesty, respect, confidentiality, professionalism and fairness. Our image is directly affected by our actions. The only way to maintain the respect and confidence that ACT Health deserves is to know what is expected of us and accept responsibility for our own behaviour as set out in Part 9 of the Public Sector Management Act 1994.

We act honestly and with integrity

ACT Health is judged on its employee actions. Acting with honesty and integrity will maintain the respect and confidence that we seek from the community.

We demonstrate honesty and integrity when -

- We treat all people with courtesy and sensitivity to their rights, duties and aspirations.
- We conduct ourselves in an unprejudiced, objective and efficient manner, considering matters on their merits without regard to outside influences or personal interests.
- We do not take improper advantage of our positions in order to obtain a benefit for others or ourselves.
- We do not tolerate dishonest behaviour by our colleagues or others.
- We do not tolerate bullying, harassment, unlawful discrimination or other inappropriate behaviours in any form.
- We do not act in a way which is intended to harass or intimidate our colleagues or others.
- We fully comply with the requirements of the ACT Government integrity policy

We value and maintain our professionalism

Professionalism is conduct that fosters and preserves our reputation as individuals, builds the reputation of ACT Health, and supports our duty of care. Professional and ethical conduct by employees is integral to the organisation. If we compromise this principle, we will lose the respect and confidence of our colleagues and clients.

Our professionalism is demonstrated when -

- We exercise care, responsibility and sound judgement when carrying out our duties.
- We maintain and strive to improve the skills, knowledge and competencies that are required for us to be efficient in our duties.
- We always maintain a professional relationship with our clients.

- We work together as a team and treat each other with respect and dignity, striving for a safe, harmonious and efficient workplace.
- We provide clients and others with evidence based advice and factual explanations that we are competent and authorised to provide.
- We do not carry out our duties if we are under the influence of alcohol or any other drug that inhibits performance.
- We act professionally at all times and strive hard to maintain a positive image of ACT Health.

We know and respect the law and act accordingly

Compliance with all the laws and statutes that govern us is an essential part of our operations. Violations of laws and regulations can have serious consequences for ACT Health and the individual concerned.

This commitment is seen when -

- We respect and abide by all laws, regulations, policies, standards and documents that direct our operations.
- We comply with all lawful and reasonable directions from authorised persons.
- We work to assist members of the public to understand their entitlements and requirements according to the laws within which we operate.
- We do not unlawfully coerce or harass a member of the public or another employee.
- We discharge our duties lawfully and in doing so our signature indicates understanding and proper authorisation for associated actions. Our signature includes written and electronically sent authority.
- We only act within our authority/delegations.

We avoid conflicts of interest

A conflict of interest occurs where an employee has a personal or professional interest sufficient to influence, or appear to influence, the objective performance of their duties. A real or apparent conflict of interest can jeopardise confidence in ACT Health. Therefore, we do not participate in activities that could put us in such a position.

Conflicts of interest will be avoided when -

- We do not put ourselves in a position where it could appear that our private interests or activities, including personal relationships, sporting, social or cultural activities, are in conflict with our position in ACT Health.
- We do not put ourselves in a position where personal interests and/or relationships compromise the therapeutic intent of ACT Health.
- We separate our political views and activities from the performance of our official duties.

- We inform our manager as soon as we become aware of possible conflicts of interest, including the financial or personal interests of ourselves or those who we know.
- We seek consent before taking up other employment or directorships outside of our ACT Health position.
- We declare any conflicts of interest that could occur through our share-holdings, ownership of real estate or being the trustee or beneficiary of a trust.
- We do not solicit, accept or offer money, gifts, favours or entertainment that might influence, or appear to influence, our judgement.
- We do not accept gifts or benefits without the approval of the Chief Executive, unless the gift is of little financial value. Staff may accept token gifts such as chocolates or flowers given in gratitude, unless it is intended to influence decisions about how work is conducted, contracts let or goods purchased.

We respect privacy and do not misuse information

Respect for client privacy and business confidentiality is central to ACT Health's credibility. At all times, we comply with the laws governing disclosure of information and we treat the privacy of our clients, colleagues and business affairs as a high priority.

To ensure confidentiality is maintained and information is not misused -

- We only access confidential information for authorised work-related tasks.
- We do not encourage or pressure others to disclose confidential, sensitive or privileged information.
- We do not unlawfully disclose any information we acquire either as a consequence of our employment or by chance.
- We do not take improper advantage of any information or documentation we have access to for our own or any other's benefit.
- We ensure secure collection, storage and disposal of confidential information regardless of its medium.

We strive to be good citizens and achieve community respect

ACT Health is committed to service excellence and aims to maintain public confidence and respect. This can only be achieved if we are aware of our responsibilities and are accountable for our actions.

This commitment is supported when -

- We are committed to equity and diversity.
- We strive to make a positive contribution to the organisation and the community we serve.
- We consider the broader impact of our decisions on our colleagues, our clients and the community.

- We strive to conserve natural resources and conduct our duties in the best interest of the environment at all times.
- We do not waste, improperly or extravagantly use, the resources of the Territory.
- We report any corrupt or fraudulent conduct in the public sector or any maladministration that we have reason to suspect.

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