



Connectivity
Traumatic Brain Injury Australia

DECEMBER, 2020

CODE OF CONDUCT

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Code of Conduct

1. PURPOSE

To ensure all Directors, Committee Members, employees, volunteers, and contractors of Connectivity behave appropriately and practice standards of professional and personal conduct that are consistent with Vision TBI's values and uphold the public reputation of the organisation.

2. SCOPE

This Code of Conduct applies to all Connectivity Directors, Committee Members, employees, volunteers, and contractors.

3. POLICY STATEMENT

The Code of Conduct outlines the required standard of acceptable conduct and behaviour that is expected of all Directors, Committee Members, employees, volunteers, and contractors in the performance of their duties and interactions in the workplace. This required standard of acceptable conduct and behaviour supports Vision TBI's ability to maintain public trust and confidence in the integrity and professionalism of the organisation.

4. RESPONSIBILITIES

DIRECTORS, COMMITTEE MEMBERS, EMPLOYEES, VOLUNTEERS AND CONTRACTORS

- Be aware of and comply with the Code of Conduct.
- Report behaviour that may be contrary to the Code of Conduct and required standards of behaviour.
- Role model the required behaviours and standards identified in the Code of Conduct.
- Model our organisational values of Integrity, Respect, Perseverance and Compassion.

MANAGERS

In addition to the responsibilities listed above:

- Ensure all Committee Members, employees, volunteers and contractors are aware of the conduct and behaviours expected of them as described in the Code of Conduct.
- Ensure all Committee Members, employees, volunteers, and contractors have access to copies of the Code of Conduct and other relevant documents and policies.
- Take appropriate steps to resolve conflict that arises in the workplace to ensure a healthy and harmonious work environment.
- Take appropriate action to address breaches of the Code of Conduct by Committee Members, employees, volunteers, or contractors.

5. POLICY APPLICATION

Personal and professional behaviour

All Directors, Committee Members, employees, volunteers, and contractors are expected to maintain a standard of professional behaviour that maintains and promotes confidence and trust in Vision TBI.

As Directors, Committee Members, employees, volunteers, and contractors engaged by Vision TBI, our personal and professional conduct must strive to create a harmonious, safe, and productive workplace which models our organisational values. As Directors, Committee Members, employees, volunteers, and contractors of Connectivity it is incumbent upon us to:

- Uphold the highest standards of honesty and integrity in the conduct of duties.
- Treat others in the workplace fairly and with respect.
- Exercise our best judgment in the interests of Vision TBI.
- Make decisions ethically, fairly and without bias using the best information available.
- Comply with any legislative, industrial, or administrative requirements, and all lawful and reasonable directions given by persons in authority.
- Comply with all Connectivity policies and procedures relevant to the person's position.

Privacy and Confidential information

The Code of Conduct should be read in conjunction with the Privacy Policy and applies to Directors, Committee Members, employees, volunteers, and contractors.

Use of Confidential information is information obtained or developed in the course of the conduct of Vision TBI's business and which if disclosed will or could lead to risk, damage or injury to Vision TBI, its employees, clients or third parties.

All Directors, Committee Members, employees, volunteers, and contractors must:

- Protect confidential information.
- Only access confidential information when it is required for work purposes.
- Not use confidential information for any unofficial or non-work purposes.
- Only release confidential information if authorised to do so.

Directors, Committee Members, employees, volunteers, and contractors are only permitted to release confidential information in accordance with established policies and procedures. As a guideline, staff shall not give information unless:

- Required to do so by law.
- Appropriate authority has been granted to release the information.

Conflicts of interest

The Code of Conduct should be read in conjunction with the Conflict of Interest Policy and applies to Directors, Committee Members, employees, volunteers, and contractors.

Use of resources

Connectivity equipment, funds, facilities, and other resources are to be used:

- effectively, economically, and carefully; and

- for the benefit of Vision TBI.

Public comment and Media

All Directors, Committee Members, employees, volunteers, and contractors must ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of Vision TBI. All media enquires or public comment is managed by the CEO.

Acceptance of gifts and benefits

It is unethical for Directors, Committee Members, employees, volunteers, and contractors to solicit any gifts, benefits or additional money for themselves or other Connectivity Directors, Committee Members, employees, volunteers, or contractors.

Work Health and Safety

The Code of Conduct should be read in conjunction with the Work Health and Safety Policy and applies to Directors, Committee Members, employees, volunteers, and contractors.

It is the responsibility of all Directors, Committee Members, employees, volunteers, and contractors to act in accordance with Work Health and Safety legislation, regulations and related organisational policy.

6. FAILURE TO COMPLY WITH THE CODE OF CONDUCT

Where it is established that a Director, Committee Member, employee, volunteers, or contractor has breached the Code of Conduct, they may be subject to disciplinary action, up to and including termination of employment and or membership.

7. REPORTING MATTERS OF CONCERN

All Directors, Committee Members, employees, volunteers, and contractors are encouraged to raise any matters of concern with the CEO or Company Secretary.

8. AUTHORITY

This Policy has been authorised by the Board of Directors on 11 December, 2020.