

# CODE OF CONDUCT

POLICY



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**Date of Endorsement:** April 2019

**Date Last Reviewed:** April 2019

**Next Review Date:** April 2022

## Purpose

To empower us to carry out our respective roles and responsibilities to a high standard promoting the best working environment possible for ourselves and for everyone with whom we come into contact. The Code of Conduct Agreement (Appendix 1) states who we are, what we value and how we conduct ourselves at work. It represents the culture we strive to have, how we would like to be seen by others and a shared commitment to the way we have agreed to behave while carrying out our work.

## Guidelines

1. In agreeing to work for the Epilepsy Foundation, all paid and unpaid (volunteer) staff agree to abide by the values of the Epilepsy Foundation.
2. Staff sign off on the Code of Conduct should occur at induction. If a signed Code of Conduct is not collected, in agreeing to work for the Epilepsy Foundation the agreement to abide by the values of the Epilepsy Foundation is implied.
3. The Epilepsy Foundation is committed to promoting and protecting at all times the best interests of children involved in its programs. Regardless of their specific job role, all staff must be made aware of the Foundation's *Code of Conduct for Working with Children and Young People*.
4. The values of Epilepsy Foundation must be communicated to staff regularly, with training to be undertaken in relation to this policy and the Code of Conduct Agreement.
5. Code of Conduct Policy and Code of Conduct Agreement must be reviewed concurrently.

**Endorsed by: Joe Azoulay**

**Position Held: Chairman**

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**Person(s) responsible for implementation and initiating review of this policy: CEO**

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## APPENDIX 1

### CODE OF CONDUCT AGREEMENT

**Date of Endorsement:** April 2019  
**Review Date:** April 2019  
**Next Review Date:** April 2022

The Epilepsy Foundation Code of Conduct Agreement empowers us to carry out our respective roles and responsibilities to a high standard promoting the best working environment possible for ourselves and for everyone with whom we come into contact. The Code of Conduct Agreement states who we are, what we value and how we conduct ourselves at work. It represents the culture we strive to have, how we would like to be seen by others and a shared commitment to the way we have agreed to behave while carrying out our work.

This Code of Conduct Agreement prescribes the behaviour expected of all Epilepsy Foundation staff acknowledges that nurses and disability service workers are required to respond to discrete codes of conduct.

1. The Epilepsy Foundation has zero tolerance for any form of abuse directed towards any person. People with a health condition or disability can be particularly vulnerable. The Epilepsy Foundation's work with people who have a health condition and/or a disability is provided for in the Code of Conduct Agreement which prescribes the behaviour expected of all Epilepsy Foundation staff towards each other and with all with whom each member of staff may work or come in contact with.
2. **Upon signing the Epilepsy Foundation Code of Conduct Agreement**, all Foundation staff including volunteers agree to abide by the following:
  - (i) Provide services without engaging in abuse, exploitation, harassment or neglect.
  - (ii) Report any form of abuse or suspected abuse, exploitation, harassment or neglect.
  - (iii) Report any form of abuse or suspected abuse, exploitation, harassment or neglect, including sexual abuse or misconduct reporting any such conduct by other workers, people with a disability, family members, carers or community members.
  - (iv) Show respect for cultural differences.
  - (v) Act ethically, with integrity, honesty and transparency.

The full Code of Conduct is available on the intranet.

### 3. **Professionalism: High level of professional and ethical behaviour**

I will demonstrate this by displaying the following behaviours:

- A commitment to assisting my fellow workers and people living with epilepsy, treating all with compassion and respect
- Acknowledging that I am responsible for behaving in accordance with this agreement, acting in a way that enhances the reputation of the Epilepsy Foundation (Foundation)

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- Keeping up to date with advances and changes in my work area and participating in relevant training, information sessions and meetings
  - Recognising that the Foundation's media relationships are conducted by the CEO or as described in the media procedure.
  - Complying with social media (e.g. Twitter, Facebook, YouTube) guidelines contained in the Foundation's Media procedures
  - Ensuring any public comments made as a private citizen are identified as personal opinion and not necessarily the opinion of the Foundation
  - Conducting myself honestly and reliably, being punctual and acting without favouritism at all times
  - Implementing the policies and decisions of the Foundation impartially
  - Acknowledging that I will not misuse or manipulate my position with the Foundation to gain any personal benefit
  - Participate in the Foundation's staff supervision and support program
  - Request support from others, when needed.

#### **4. Transparency: Openness, communication and accountability**

I will demonstrate this by displaying the following behaviours:

- Actively promoting and committing to working in a learning environment
- Actively promoting and committing to working within the Foundation's quality framework
- Making decisions which take all the relevant facts into account in a fair and impartial manner
- Maintaining adequate documentation to support any decisions made as part of my work responsibilities as well as for any clients or any other person I may assist
- Accepting personal gifts or other benefit only when I consider them of token value, offered in the spirit of goodwill and where nothing is expected in return
- Declaring to the CEO any personal gifts received or accepted
- Recognising good performance and addressing performance concerns quickly, fairly and openly for any people I manage or supervise
- Discuss any existing or acceptance of an external appointment outside the Foundation such as a Board appointment, working for another organisation, or conducting a business. In these circumstances I will raise with the CEO – or in absence of the CEO, the President – existing or offered external work activities that may conflict with my role within the Foundation. Board members will raise such issues directly with the President.
- Raise any workplace related issue or dispute in accordance with the Foundation's dispute resolution procedure.

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## **5. Accountability: Responsible, answerable and liable for actions, behaviours and the use of the Foundation resources**

I will demonstrate this by displaying the following behaviours:

- Not engaging in fraudulent or criminal behaviour, bribery or the inappropriate or unauthorised use of any Foundation resources (e.g. Internet, email, technology, vehicles, financial and misuse of any donations, grants and external funding received)
- Avoiding real and perceived conflicts of interest at all times
- Accurately recording, reporting, maintaining and safeguarding Foundation information
- Taking responsibility for my work and my performance for the Foundation
- Respecting and protecting the physical and intellectual property of the Foundation.

## **6. Collaboration: Working together to achieve common goals and a harmonious work environment**

I will demonstrate this by displaying the following behaviours:

- Working collaboratively with others and to the best of my ability to achieve the Foundation's aims and objectives
- Actively supporting, encouraging and promoting diversity in our people and those who use our services
- Supporting the Foundation in creating a culture where there is genuine care for the individual's welfare and where safety in the workplace is respected as a worthy and core belief in its own right
- Ensuring relationships between members, volunteers, employees and people we assist (including interactions on social media) maintain appropriate boundaries and avoid behaviours that will adversely affect the area and team in which I work
- Communicating any change in my personal circumstances that is likely to impact on my work.

## **7. Respect: Respecting differences and diversity**

I will demonstrate this by displaying the following behaviours:

- Respecting individual differences, diversity, privacy and personal space
- Abstaining from all forms of disrespectful or unlawful behaviour, such as discrimination of any kind, harassment, bullying and victimisation
- Valuing and acknowledging the opinions and contributions of others
- Not exploiting the people we assist, including children and other vulnerable people in any way, and promptly and appropriately acting and reporting on any reasonable suspicion that exploitation is occurring.

## **8. Confidentiality: Treating sensitive and personal information with strict confidentiality**

I will demonstrate this by displaying the following behaviours:

- Understanding and following guidelines and Privacy legislation as contained in the Epilepsy Foundation Privacy Statement
- Protecting and respecting the privacy and confidentiality of the Foundation, its people, the people we assist, donors, partners and other supporters
- Protecting and respecting the intellectual property, systems, methods and other business-related practices developed and owned by the Foundation
- Treating the people we assist and their personal information with dignity and respect
- Whilst working for the Foundation, maintaining confidentiality about the Foundation, its people, the people we assist, donors, partners, and other supporters, intellectual property, systems, methods and other business-related practices developed and owned by the Foundation.

## **9. Compliance: Abiding by the lawful requests and directions and compliance with the Foundation policies and procedures and acting at all times in accordance with Australian and Victorian laws and compliance requirements of interested parties**

I will demonstrate this by displaying the following behaviours:

- Behaving in a lawful manner
- Disclosing any charge or conviction that may impact on my ability to undertake my responsibilities
- Informing my line manager of the details of any criminal charges and/or conviction that occur during my employment, subsequent to the initial national police check obtained at the commencement of my employment with the Foundation
- Complying with all Foundation policies and procedures Observing and complying with this Agreement and ensuring no breaches occur
- Recognising that failure to comply with this Agreement may result in disciplinary action
- Complying with any lawful and reasonable directions given by external persons/organisations in authority such as emergency services personnel, statutory authorities, auditors, DHHS
- Notifying the Foundation of workplace health and safety incidents risks, near-misses and safety controls or measures that you think could be reviewed and/or improved
- Proactively assisting in the risk assessment process, including identifying occupational health and safety risks and taking action to report, remedy and consult in relation to them
- Familiarising myself with my legal obligations in relation to workplace health and safety and abiding by them at all times when undertaking work for the Foundation
- When becoming aware of any suspected unethical behaviour, unlawful activities or wrongdoing by any member, volunteer or employee, promptly report such conduct to the CEO.

I will be accountable for exercising responsible consumption of alcohol and I will therefore:

- Not attend work in an impaired condition resulting from the use of alcohol
- Not drive a vehicle having consumed alcohol above the legal limit
- Agree to zero alcohol consumption guidelines, when engaged in supporting clients and other vulnerable groups at .Foundation events, as detailed in relevant documented information.
- Ensure colleagues attending work functions who have consumed alcohol above the legal limit receive assistance in securing their vehicle and organising alternative transport
- When planning .Foundation work-related events, consult with the CEO regarding the consumption of alcohol and ensuring availability of non-alcoholic alternatives

I will not use or possess illegal drugs at any time in any workplace and I will therefore:

- Not attend work in an impaired condition resulting from the use of illegal substances
- Not drive if impaired by the effects of illegal substances.

I will inform my direct Line Manager or CEO if undergoing medical treatment that may affect the safe performance of my duties.

I will exercise responsible gambling and I will therefore:

- Not engage in commercial gambling at work and during working hours, including visiting gambling sites on electronic communication devices, such as mobile phones, computers and tablets supplied by the Foundation or you for the purpose of work
- Understand that the Foundation supports the responsible organisation of social gambling activities in the workplace, such as raffles/lotteries, sweeps or competitions (e.g. Melbourne Cup, Footy tipping).

I have been informed of and understand the obligations in Epilepsy Foundation’s Code of Conduct Agreement and agree to abide by the code of conduct.

**Signature**

**Staff Member’s Name** (please print)

**Date**

**Graeme Shears**  
**Signature**



**Position:** CEO

**Person(s) responsible for implementation and initiating review of this procedure: HR Administrator**