

CODE OF CONDUCT POLICY

Policy number	2.13	Version	2022V4
Responsible Person	Chief Finance and Operations Officer	Approval date	17-05-2022

INTRODUCTION

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. An organisational culture that takes ethical considerations into account at every point is supported and expressed through an organisation's code of conduct; ethical principles determining workplace behaviour must arise from consultation with and responsiveness to the organisation's members, clients, employees, volunteers, and stakeholders.

PURPOSE

This policy is designed to provide guidelines for procedures that will allow ASHM's staff and representatives to adopt a professional code of conduct and workplace behaviour which protects and reflects ASHM's credibility and ethical principles and professional conduct.

DEFINITIONS

ASHM staff and representatives means:

- people who are employed by ASHM,
- volunteers,
- interns,
- contractors (including mentors and speakers) working for ASHM, and
- people undertaking or delivering training or education managed by ASHM,

who will be referred to as 'staff' throughout the Code.

POLICY

This Code of Conduct seeks to guard our standards of workplace behaviour. It specifies the values and expectations of professional conduct of all staff.

ASHM is committed to the principles of the Ottawa Charter for Health Promotion and Jakarta Declaration on Leading Health Promotion into the 21st Century, as well as the highest standards of ethical conduct as practised by the medical, scientific and health care professions.

ASHM is committed to continual quality improvement and working in ways that:

- support collaboration, partnership and cooperation,
- reflect best practice in management and service delivery,
- are informed by the latest scientific, clinical, health and policy research,
- maintain transparency, industrial fairness and democratic decision-making,
- strengthen ties with infected and affected populations,
- respect cultural differences and diversity,

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- respect privacy and confidentiality, and
- redress social inequities.

ASHM is a signatory to the Code of Conduct for Australian aid and development agencies, which is administered by the Australian Council for International Development (ACFID).

ASHM's Code of Conduct is described in the following Policies and Procedures:

- Conflict of Interest Policy

General statement of this policy: *Conflicts of interest must be disclosed in a timely manner by an ASHM board member, employee, committee member or contractor (or their partner, a family member or a related business interest). Conflicts of interest can be actual, potential or perceived. ASHM will maintain conflicts of interest register.*

- Ethical Fundraising Policy

General statement of this policy: *ASHM's guiding fundraising principle is that we will only use techniques that we would be happy to be used on ourselves. This policy set the standards for all ASHM fundraising activities, basis of acceptance or rejection of funds, as well as the standards of the fundraising materials.*

- Environmental Management Policy

General statement of this policy: *ASHM considers the 'do no harm' to the environment principle. ASHM recognises the potential impacts of organisational and office activities and wherever possible, seeks to minimise the demands/impacts from such activities. ASHM is committed to monitor and evaluate the risks that derivate from its practices and projects.*

- Gifts and Benefits Policy

General statement of this policy: *ASHM does not see gifts as warranted or expected in return for the conduct of its work. ASHM does not encourage or expect the giving of gifts. Token gifts and invitations may be accepted depending on the circumstance.*

- Anti-Bullying Policy

General statement of this policy: *ASHM has zero tolerance to bullying. ASHM accepts and acts on its duty of care. Any reported allegations of workplace bullying will be promptly, thoroughly, and fairly investigated.*

- Fraud and Corruption Management Policy

General statement of this policy: *ASHM will not tolerate fraud in any aspect of its operations. ASHM has the systems in place that protects the integrity, security and reputation of the organisation, acting proactively against risk, minimising losses and structuring the appropriate pathways of investigation, when required. Where there is evidence or the possibility of fraudulent or corrupt activities, ASHM will deal with them in a firm and controlled manner.*

- Anti-Money Laundering and Counter Terrorism Financing policy

General statement of this policy: *Any money received from sources that do not fit the profile established in the policy will be investigated in accordance with acknowledged 'Know Your Customer'*

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procedures. Specifically, in such cases, checks will be performed against the Criminal Code list of terrorist organisations and the DFAT consolidated list of individuals and entities subject to targeted financial sanctions.

- Misconduct Policy

General statement of this policy: ASHM expects its representatives to observe acceptable standards of behaviour. ASHM may discipline any representative who engages in unacceptable behaviour. Where an ASHM representative engages in misconduct or alleged misconduct, the processes in this policy will be followed.

- Anti-discrimination Policy and Equal Employment

General statement of this policy: ASHM will not tolerate any form of discrimination or harassment and action will be taken against any person who breaches this policy at any time. ASHM is an equal employment opportunity workplace. Staff will be selected on merit –that is, the best person with the skills and abilities for the job. ASHM is committed to the inclusion and representation of those who are vulnerable and those who are affected by the intersecting drivers of marginalisation and exclusion.

- Industry Sponsorship Policy

General statement of this policy: This policy establishes the fundamental policy of industry sponsorship. ASHM will not enter into any sponsorship agreement with commercial entities whose products or services are incompatible with ASHM's mission and values or influences its independence. Any sponsorship agreement must provide ASHM with reasonable value in return for the acknowledgement or recognition.

- Child Protection Policy

General statement of this policy: ASHM has zero tolerance for child abuse. Everyone working for ASHM is responsible for the care and protection of the children within our care and reporting information about suspected child abuse. ASHM is committed to upholding the rights of the child and Australia's obligations under United Nations Convention on the Rights of the Child. In all actions concerning children, the best interests of the child shall be a primary consideration. ASHM has developed a Child Protection Code of Conduct to provide clear guidance to personnel and associates about ways to minimise risk to children and make clear the standards of behaviour and practice required of them at all times when they are in contact with children. These behaviours are not intended to interfere with normal family interactions. All ASHM personnel are required to read and sign the Child Protection Code of Conduct,

- External Complaints Policy

General statement of this policy: ASHM is committed to efficient and fair resolution of complaints by people in the organisation at all levels. ASHM acknowledges customers' and stakeholders' right to complain and we positively invite feedback from customers and stakeholders about the goods and services we provide.

ASHM will provide a safe and discrete point of contact for stakeholders in Australia and countries where ASHM work is conducted, to raise concerns or complaints about the organisation.

- Ethical Investment Policy

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General statement of this policy: The Board of ASHM is responsible for maintaining and extending the assets of the organisation, to provide for its long-term financial viability.

In its stewardship of ASHM's financial assets, the Board has adopted this policy to ensure that any assets not required for the current operating budget will be invested in accordance with ASHM's Investment Plan.

- Participation of Primary Stakeholders Policy

General statement of this policy: ASHM implements strategies and means through which our primary stakeholders can participate and contribute to ASHM activities and resources through identifying existing strengths and challenges, aspirations and resources; defining project goals and strategies; planning, implementing and evaluating project activities.

- Whistleblowing Policy

General statement of this policy: ASHM is committed to maintaining an environment where legitimate concerns are able to be reported without fear of retaliatory action or retribution. When a person makes such a disclosure they are entitled to expect that a fair and impartial investigation will ensue after a report has been made and their identity remains confidential at all times, they will be protected from reprisal, harassment or victimisation for making the report, and should retaliation occur for having made the disclosure then ASHM will treat it as serious wrongdoing under this Policy.

- Related Party Transactions Policy

General statement of this policy: Potential related party transactions or any questions as to the validity of application of an exemption are to be referred to the Board in the first instance. Where the Board resolves that a proposed transaction is subject to an exemption and does not require shareholder approval, it should ensure that a resolution to that effect is minuted. All Related Party Transactions will be disclosed in the Annual Report as required by Accounting Standards

- Non-development Activity Policy

General statement of this policy: Funds and other resources designated for the purpose of aid and development will be used only for those purposes and will not be used to promote a particular religious adherence or to support a political party, or to promote a candidate or organisation affiliated to a particular part.

- Gender Equality Policy

General statement of this policy: ASHM recognises that gender is not binary, and recognises all sexual orientations, gender identities and gender expressions. ASHM is committed to reduce marginalisation, stigma, and assumptions and expectations of heterosexuality which binary gender norms can accentuate. ASHM is committed to reduce the disadvantage, marginalisation, protection and inequality due to a person's gender.

- Prevention of Sexual Exploitation, Abuse, Harassment Policy

General statement of this policy: ASHM will not tolerate sexual exploitation, abuse or harassment under any circumstances. All cases of suspected and actual sexual exploitation, abuse and harassment must be reported by all ASHM personnel to their supervisors or managers. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

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No ASHM representative, employee or volunteer will be treated unfairly as a result of rejecting unwanted advances.

- Staff Grievance Policy

General statement of this policy: *ASHM recognises that an employee may not perform to the best of their ability if they feel they are being treated unfairly or are feeling aggrieved. Accordingly, ASHM will endeavour to provide a fair and just working environment, by aiming to ensure that employees have access to processes for the resolution of genuine personal grievances related to the workplace.*

- Advocacy Policy

General statement of this policy: *ASHM advocacy will always be characterised by the principle set in the policy*

For more information on the policies listed above, visit the [Policy Master List](#).

All staff and representatives of ASHM, including Board members, employed staff, contractors, consultants, mentors and volunteers are required to adopt the behaviours set out in these policies.

In addition, ASHM staff and representatives are to:

- 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 advantage.
- Be familiar with and adhere to ASHM's Child Protection Policy and Procedure and Child Protection Code of Conduct Agreement.
- Be familiar with and adhere to ASHM's Prevention of Sexual Exploitation, Abuse and Harassment Policy and Procedure noting prevention of transactional sex, bullying and all forms of sexual harassment.
- Report all instances of wrongdoing in line with procedures described in ASHM's Staff Grievance and External Complaints policies and procedures.

RELATED POLICIES

- 2.01 Conflict of Interest Policy
- 2.02 Ethical Fundraising Policy
- 2.03 Environmental Management Policy
- 2.04 Gifts and Benefits Policy
- 2.05 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

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2.11 Ethical Investment Policy
2.12 Participation of Primary Stakeholders Policy
2.14 Whistleblowing Policy
2.15 Related Party Transactions Policy
2.16 Non-development Activity Policy
2.17 Gender Policy
2.18 Prevention of Sexual Exploitation, Abuse, Harassment Policy
2.21 Advocacy Policy
3.06 Fraud and Corruption
3.12 Anti-Money Laundering and Counter Terrorism Financing
4.24 Staff Grievance Policy
ACFID Code of Conduct

AUTHORISATION

ASHM Board

HISTORY

Version	Approved Date	Comments/ Amendments
2018v1	20-06-2018	First version of this policy
2019v2	04-11-2019	Inclusion of Gender Policy
2021v3	15-04-2021	Changed policy template Added various statements of commitment
2022v4	03-05-2022	Add Fraud and Anti Money Laundering Policy to list of relevant policies. Added policy statements for each key policy

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CODE OF CONDUCT PROCEDURE

Procedures number	2.13	Version	2022v4
Responsible person	CFOO	Approval date	03-05-2022

RESPONSIBILITIES

It is the responsibility of the CEO and ASHM management to ensure that all staff and ASHM representatives are familiar with the Code of Conduct and expected workplace behaviour and that this is part of the staff induction program.

All staff are responsible for applying and complying with the Code.

Managers are responsible for ensuring that the staff who they supervise are aware of and understand their responsibilities under the Code.

PROCEDURES

ASHM staff will be familiarised with the Code of Conduct and all related policies as part of their induction program.

ASHM representatives will be provided a copy of the Code of Conduct with links to the related policies described under section 2 of the ASHM Policy Index, Ethics and Culture, prior to undertaking work on ASHM's behalf.

Any transgression of the Code of Conduct will be addressed according to the procedures described in the ASHM Misconduct policy and procedure.

Staff should report any breach or concerns about a breach of the Code to their manager. If staff are not comfortable about reporting to their manager, they should report the matter to a more senior staff member. In some circumstances, such as allegations of corruption, there is a mandatory requirement to report matters to external agencies.

ASHM is committed to protecting any person who raises concerns about a breach of the Code from retaliation or reprisals, following the Whistleblowing Policy and procedure.

Certain sections of the Code reflect the requirements of legislation, and breaches of these conditions may be punishable under law.

RELATED DOCUMENTS AND FORMS

ASHM Master Policy List

See Related Policies listed above.

AUTHORISATION

ASHM CEO

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