



CODE OF CONDUCT FOR EASTERN HEALTH EMPLOYEES

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Date of Adoption	7 May 2014
Review Date	2 May 2018
Next Review Date	May 2020
Relevant Document Reference	

1. Introduction

This Code of Conduct sets out the principles of good conduct and standards or behaviour to be observed by all Eastern Health Authority (EHA) employees.

The standards in this Code of Conduct are in addition to any statutory requirements of the *Local Government Act 1999* or any other relevant Act or Regulation applicable to EHA Employees in the performance of their role and responsibilities

Each employee of EHA is a public officer for the purposes of the *Independent Commissioner Against Corruption Act 2012*.

This Code does not exclude the operation of the *Fair Work Act 1994*, the rights of employees and their Unions to pursue industrial claims, or any relevant Awards or Enterprise Agreements made under the *Fair Work Act 1994*. This Code does not affect the jurisdiction of the Industrial Relations Commission.

2. Principles of this Code of Conduct

2.1 Undertaking duties

EHA Employees will observe the following principles when undertaking their duties:

- show commitment and discharge duties conscientiously and to the best of their ability
- act in a fair, honest and proper manner and according to the law
- act with reasonable care and be diligent in the performance of their duties
- comply with all relevant EHA policies, codes and resolutions of which they have been made aware, relevant to their particular role

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- comply with all lawful and reasonable directions given by a person with authority to give such directions
- act in good faith and not for improper or ulterior motives;
- have due regard to the laws dealing with conflict of interest in relation to all their duties and behaviours and exercise the highest level of integrity expected of people employed within a public authority
- not misuse their position to gain an advantage for themselves or others or to cause detriment to the Authority
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons, as required by the *Work Health and Safety Act 2012*
- at all times behave in a manner that maintains and enhances the image of the Authority and does not reflect adversely on the Authority
- be impartial in reaching decisions and accept the responsibilities associated with those decisions.

2.2 Relationships

When interacting with other people in the course of their duties, EHA Employees will:

- act in a reasonable, just and non-discriminatory manner
- seek to achieve a team approach when dealing with other employees of the Authority to develop an environment of mutual respect and trust
- seek to establish a working relationship with other employees of the Authority that recognises and respects the diversity of opinion and seeks to achieve the best possible outcomes for the community
- ensure that relationships with external parties do not amount to interference by improper influence, affecting judgement, decisions or actions;
- ensure that their behaviour is not and cannot be interpreted to constitute bullying or harassment
- ensure that they uphold the values of the Authority in all interactions.

2.3 Information

When collecting, using and managing information, EHA Employees will:

- not use information obtained as a result of their position for any purpose other than to fulfil their roles and responsibilities as EHA Employees

- respect and maintain confidentiality, and not at any time release to any person or organisation any documents that the Board of Management has resolved be kept confidential or that have otherwise been delivered to them with an indication that they are confidential
- not release information of the Authority except for the purpose of fulfilling their role and responsibilities as an EHA Employee or as required or authorised by law
- ensure any information provided to another person in the course of fulfilling their role and responsibilities is accurate.

2.4 Communication

In communicating with other people, EHA Employees will:

- be fair and honest in their dealings with individuals and organisations on behalf of the Authority and behave in a manner that facilitates constructive communication between the Authority and the community
- only make comments to the media regarding the Authority if authorised to do so by the Chief Executive Officer or Board of Management
- when making personal comments, show respect for activities and decisions of the Authority
- endeavour to ensure that their communication, written or verbal (or otherwise), is not offensive to any person or otherwise defamatory.

2.5 Conflict of Interest

If the Chief Executive Officer of EHA has an interest in a matter in relation to which he or she is required or authorised to act in the course of official duties he or she:

- must disclose the interest to the Board of Management; and
- must not, unless the Board of Management otherwise determines during a Board of Management meeting that is open to the public, act in relation to the matter.

An employee of EHA (other than the Chief Executive Officer) who has an interest in a matter in relation to which he or she is required or authorised to act in the course of official duties:

- must disclose the interest to the Chief Executive Officer; and
- must not, unless the Chief Executive Officer otherwise determines, act in relation to the matter.

If the Chief Executive Officer determines that an employee with a disclosed interest in a matter may act in relation to that matter and the employee is providing advice or making recommendations to EHA or an EHA committee on the matter, the employee must disclose the relevant interest to EHA or EHA

committee.

An employee (including the Chief Executive Officer) has an interest in the circumstances described for Council employees in sections 120(5) to 120(7) of the *Local Government Act 1999*.

2.6 Use of EHA Resources

EHA Employees using EHA resources must do so effectively and prudently when undertaking EHA work.

EHA Employees must not use EHA resources, including the services of EHA staff, for private purposes, unless legally or properly authorised to do so, with payment to the Authority being made where appropriate.

EHA Employees must not use public funds or resources in a manner that is irregular or unauthorised.

2.7 Gifts and benefits

An EHA Employee must not seek out or receive a gift or benefit that is, or could reasonably be taken to be, intended or likely to:

- create a sense of obligation on the part of the employee to a person; or
- influence the employee in the performance or discharge of the employee's functions or duties.

If:

- (a) an EHA Employee receives a gift or benefit in the course of, in connection with or as a consequence of, his or her employment by the Authority; or
- (b) a relative of an EHA Employee receives a gift or benefit which could reasonably be considered to be in connection with or as a consequence of the EHA Employee's employment by the Authority

of an amount greater than the amount determined by the Board of Management which is \$50.00, the employee must provide details of the gift or benefit to the Chief Executive Officer.

3. Complaints

A complaint about the behaviour of an EHA Employee under the Code of Conduct will be investigated and appropriate action taken to ensure the complaint is addressed and to reduce the likelihood of further breaches of the Code of Conduct occurring.

Any person who believes a breach of this Code of Conduct may have occurred is encouraged to bring details to the attention of the Chief Executive Officer of the Authority via telephone (8132 3600) or e-mail (mlivori@eha.sa.gov.au).

4. Further Information

The public may inspect this Code of Conduct on the Authority's website (www.eha.sa.gov.au) and at the principal office of the Authority at 101 Payneham Road, St Peters.

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Any queries in relation to this Code of Conduct should be directed to the Chief Executive Officer of the Authority via telephone (8132 3600) or e-mail (mlivori@eha.sa.gov.au).

5. Statement of Adoption and Review

This Code of Conduct was adopted on 2 May 2018 and will be reviewed every two years.

The Authority may at any time alter this Code of Conduct, or substitute a new Code of Conduct.

I accept the terms and conditions of this Code of Conduct for Eastern Health Authority Employees as set out above.

Employee Name:

Employee Signature: Date: