



CODE OF CONDUCT FOR EASTERN HEALTH EMPLOYEES

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Relevant Document Reference	

1. Introduction

This Code of Conduct (this Code) sets out the principles of good conduct and standards of behaviour to be observed by all Eastern Health Authority (EHA) employees, including consultants engaged by EHA and persons working for EHA on a temporary basis. All references in this Code to 'employees' includes such persons.

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
- 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 EHA
- 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 EHA and does not reflect adversely on EHA
- 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 EHA to develop an environment of mutual respect and trust
- seek to establish a working relationship with other employees of EHA 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 EHA 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 of EHA (the Board) has resolved be kept confidential or that they ought reasonably to know are confidential and/or ought to be kept confidential
- not release information of EHA 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 EHA and behave in a manner that facilitates constructive communication between EHA and the community
- only make comments to the media regarding EHA if authorised to do so by the Chief Executive Officer of EHA (CEO) or Board of EHA
- when making personal comments, show respect for activities and decisions of EHA
- 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 CEO 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 ; and
- must not, unless the Board otherwise determines, act in relation to the matter.

An employee of EHA (other than the CEO) 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 CEO; and
- must not, unless the CEO otherwise determines, act in relation to the matter.

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

the Board or the EHA committee.

An employee of EHA (including the CEO) has an interest in a matter for the purposes of clause 2.5 of this Code of Conduct if the employee or a person with whom the employee is closely associated would, if the employee acted in a particular manner in relation to the matter, receive or have a reasonable expectation of receiving a direct or indirect pecuniary benefit or non-pecuniary benefit or suffer or have a reasonable expectation of suffering a direct or indirect pecuniary detriment or a non-pecuniary detriment.

A person is closely associated with an employee of EHA:

- (a) if that person is a body corporate of which the employee is a director or a member of the governing body; or
- (b) if that person is a proprietary company in which the employee is a shareholder; or
- (c) if that person is a beneficiary under a trust or an object of a discretionary trust of which the employee is a trustee; or
- (d) if that person is a partner of the employee; or
- (e) if that person is the employer or employee of the employee (employment with EHA or a constituent council of EHA is to be disregarded); or
- (f) if that person is a person from whom the employee has received or might reasonably be expected to receive a fee, commission or other reward for providing professional or other services; or
- (g) if that person is a relative (as defined in the *Local Government Act 1999*) of the employee.

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 EHA 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 EHA; 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 EHA,

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 CEO.

3. Complaints

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

Any person who believes a breach of this Code may have occurred may make a complaint to the attention of the CEO via telephone (8132 3600) or e-mail (mlivori@eha.sa.gov.au). If the complaint relates to the CEO, the complaint may be made to the Chair of the Board. A disclosure of public interest information can be made in accordance with EHA's Public Interest Disclosure Procedure.

4. Further Information

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

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

5. Statement of Adoption and Review

This Code was adopted on 7 May 2014 and will be reviewed every two years.

EHA may at any time alter this Code, 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: