

## GOVERNANCE - COMPLIANCE AND CONDUCT

### Title: Code of Conduct

### Policy number: 1.3.1

<b>Authorisation Date</b>	<i>April 2008, April 2012</i>
<b>Document History</b>	<i>Revised April 2012, March 2017</i>
<b>Last Revision Date</b>	<i>November 2020</i>
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<b>Responsibility</b>	<i>Chief Executive Officer, ACHS Board</i>

#### **Purpose:**

To state the requirements for the personal conduct of all persons either employed by or representing the ACHS/ACHSI.

#### **Policy:**

Consistent with relevant jurisdictional legislation, discrimination is not permissible on the grounds of religion, gender, sexual preference, disability, age, national origin, marital status or political affiliation.

The individual:

1. must act honestly, in good faith and in the best interests of the company as a whole;
2. has a duty to use due care and diligence in fulfilling their functions and exercising any powers attached to their role;
3. must use any managerial or supervisory powers they hold for a proper purpose, in the best interests of the company as a whole;
4. must not make improper use of information acquired;
5. must not take improper advantage of their position;
6. must not allow personal interests, or the interests of any associated person, to conflict with the interests of the company;
7. should not engage in conduct likely to bring discredit to the company;

8. has an obligation, at all times, not only to comply with the letter of the law, but also to have regard to the spirit of the principles underlying it; and
9. recognises that all people have the right to be treated fairly.

**Background:**

This policy applies to all persons involved in the conduct of ACHS/ACHSI business, including Board and Council members, staff, assessors, contractors, as well as committee and working group members. It provides a consistent basis for conduct for the organisation. It is to be provided to all persons identified above on their engagement with ACHS and be accessible for future reference.