

POLICIES & PROCEDURES	Governance	
HARROW BUSH NURSING CENTRE	Code of Conduct - Governing Body Policy	
Endorsed by: Committee of Management	Date: 15 th October 2018	Next review: October 2021

POLICY STATEMENT

The Committee of Management (CoM) of Harrow Bush Nursing Centre (HBNC) is responsible for setting the tone of legal, ethical, and moral conduct to ensure that the organisation is considered reputable by the sector and other outside entities. This involves considering the impact of the organisation's decisions on the organisation itself, and the general community.

This Code of Conduct has been drawn up with regard to the responsibility entrusted to the elected Committee Members of HBNC. It outlines fundamental principles to guide the CoM to act in a way that is fair, ethical, and beneficial for HBNC and its community. Every CoM member is expected to comply with this code.

DEFINITIONS

HBNC	Harrow Bush Nursing Centre
CoM	Committee of Management

APPLICATION OF POLICY

The Code of Conduct requires that all CoM members:

- act with honesty and integrity
- respect the law and act accordingly
- respect confidentiality and not misuse information
- value and maintain professionalism
- avoid conflicts of interest
- strive to be good corporate citizens
- have respect for each other
- engage in constructive, reflective analysis of board performance

As committee members of HBNC we acknowledge that we have the responsibility to:

- 1. Act with honesty and integrity**
 - We are to act honestly and with integrity in our dealings on behalf of the organisation, and always act in good faith and its best interests.
 - We do not use coercive or misleading practices, or falsify or wrongly withhold information.
- 2. Respect the law and act accordingly**
 - Our respect for the law means that we accept and comply with the spirit, as well as the letter of the law, regulations, and business practices.
 - We ensure that the organisation is compliant with all relevant Acts and legislation.
 - We operate without compromising our principles or code of conduct.
- 3. Respect confidentiality and not misuse information**
 - We must ensure the confidential information (personal or otherwise) contained in the organisation records or in our discussions at CoM meetings, is strictly maintained and not disclosed to any other party within the company. Furthermore, it is our responsibility as a CoM not to misuse this information.

- Personal information relating to individuals is not to be released to outside parties without the consent of the individual, or unless required by law.

4. Value and maintain professionalism

Professionalism is conduct which fosters and preserves our reputation as individuals and the reputation of the organisation. We are obliged to conduct ourselves ethically and to achieve the highest quality in our work. In order to achieve this, all members have a duty of care and due diligence in:

- fulfilling the functions of their role on the CoM for improving skills, knowledge and competency to perform their role
- ensuring the use of the powers of this office are for a proper purpose, in the best interests of the organisation and must not take improper advantage of our position
- being independent in judgment and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken
- ensuring they do not engage in conduct likely to bring discredit upon the organisation
- being committed to equal opportunity and will not tolerate harassment or unlawful discrimination

5. Avoid conflicts of interest

We do not place ourselves in situations where our private interests could conflict, directly or indirectly, with our obligations to the organisation. It is the responsibility of all CoM members to disclose any personal interest they may have; as per the processes in the Governing Body Conflict of Interest Policy 1.8.

6. Strive to be good organisational members

A good CoM member strives to act responsibly on matters such as sustainable development, health, safety, environmental, and community responsibilities. The CoM acknowledges these matters are integral to the way the organisation conducts its business.

7. Have respect for each other

All CoM Members embrace diversity, enriched by openness, sharing, mutual trust, teamwork, and involvement. Harassment in any form is unacceptable. Actions that constitute harassment are regarded as serious misconduct.

8. Engage in critical evaluation of committee performance

We will participate in CoM meetings and sub-committee meetings in accordance with the expectations outlined in the Governing Body Code of Conduct and Conflict of Interest policies. We will carry out meetings in such a way that all members are given due consideration. We will accept and support the decision of the majority.

We will be diligent, attend CoM meetings, and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the CoM's decision-making.

We will ensure that stakeholders are provided with an accurate and balanced view of the organisation's performance, including both financial and service provision.

We will regularly review the CoM's own performance as the basis for its own development and quality assurance. Individual CoM members should also review their own performance with a view to ensuring a suitable contribution to committee deliberations and decision-making and, if found lacking, should either pursue training or assistance to improve their performance, or resign.

LEGISLATION

[Associations Incorporation Reform Act 2012](#)

REFERENCES

[Consumer Affairs Victoria](#)

[Australian Institute of Company Directors](#)

[Governance Evaluator](#)

[National Safety and Quality Health Service Standards \(Second Edition\)](#)

[National Model Clinical Governance Framework](#)

RELATED DOCUMENTS

[HBNC Constitution 2013](#)

[1.2 Governing Body Roles and Responsibilities Policy](#)

1.5 Governing Body Attendance Policy

1.7 Governing Body Confidentiality Policy

1.8 Governing Body Conflict of Interest Policy

OUTCOME STANDARDS

To ensure the Harrow Bush Nursing Centre Committee of Management safeguard the Vision and Values of the organisation and its long term sustainability by adhering to their code of conduct.