PC003 PO: Code of Conduct

Critical Points

1.	Every Stroke Foundation Workforce Member is responsible for upholding the standards of ethical and professional behaviour outlined in this Code of Conduct at all times. These standards of behaviour reflect the Values of our organisation.
2.	The code applies to all Workforce Members, Students, Contractors and Consultants.
3.	We are all expected to comply with all laws, the requirements of regulatory and professional bodies, and Stroke Foundation policies.
4.	Stroke Foundation will take appropriate action if this Code of Conduct is breached.

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1. Agreement

All Stroke Foundation Workforce Members, Students, Contractors and Consultants ("we") are expected to agree to and abide by this Code of Conduct.

2. Definitions

Term	Description
Consultants	Third party individuals and organisations engaged by Stroke Foundation to provide advice and professional services.
Contractors	Third party individuals and organisations with whom Stroke Foundation has a contractual relationship to deliver agreed services to Stroke Foundation.
Employees	Persons who work for Stroke Foundation in a full-time, part-time, fixed term or casual capacity as determined by their employment agreement.
Governance Members	Persons appointed to Stroke Foundation's Board and Board Committees.
Stakeholders	A person, position, group or organisation that has an interest or concern in Stroke Foundation and can affect or be affected by Stroke Foundation's actions and objectives.
Students	People undertaking secondary and tertiary education engaged by Stroke Foundation from time to time for work experience, internship and clinical placement roles.
Volunteers	Persons who give their time willingly to perform a specific role within Stroke Foundation without financial gain. Voluntary roles include office and community-based roles, as well as those of Governance Members within Stroke Foundation's Board and Board Committees.
Workforce Members	Stroke Foundation Workforce Members are Employees and Volunteers, as defined in this table. They are collectively referred to as Workforce Members, unless specifically referenced.

3. Our Values and Behaviours

We must act in a manner consistent with Stroke Foundation's Values and this Code of Conduct. We are expected to:

a. always model high standards of behaviour

b. demonstrate honesty, integrity and good faith

c. treat all people with fairness, respect and compassion

d. promote and ensure a child and vulnerable adult safe environment

e. work in an inclusive, respectful and collaborative manner

f. promote the best interests of Stroke Foundation

g. ensure personal interests, activities or relationships do not conflict with Stroke Foundation

h. avoid any improper personal benefit or influence from a third party.

Stroke Foundation Values

Our Values of Courage, Excellence, Compassion, Integrity and Leadership inform our behaviours and decisions in our dealings internally and externally with our Stakeholders, supporters and consumers. These behaviours inform how we deliver on our mission, vision and purpose.

Courage

We stand up for what we believe in, persevering despite adversity. We take calculated risks, are innovative and think outside the square.

Excellence

We go above and beyond, always striving to do better. We endeavour to seek and attract the best people, best partnerships and best research while meeting and exceeding expectations. We strive for new and improved ways of doing things.

Compassion

We demonstrate kindness and empathy to others, seeking to understand their perspective in all we do. We accept and respect others for who they are, supporting them as we work towards our common goals.

Integrity

We act according to our values, in an honest and transparent way. We are accountable for our decisions and the way we engage with others.

Leadership

We inspire others in our work through our vision and commitment to change and improvement. We empower others to work towards our mission and lead by example.

4. Inclusion and Diversity

Stroke Foundation is committed to building a diverse organisation which is inclusive and non-discriminatory.

We must act in a manner which is fair, transparent, inclusive, ensuring every person is treated with dignity, courtesy and respect.

We work collaboratively, and learn from each other by valuing differences in perspectives, preferences and personal styles. We want everyone to feel comfortable to 'bring their whole self to work'.

5. Free from Bullying, Harassment, Discrimination and Vilification

Stroke Foundation does not tolerate any form of bullying, harassment, discrimination, vilification or other unacceptable or offensive conduct.

We must act in a manner which is free from bullying, harassment, discrimination and vilification. This includes calling out and/or reporting any observed incident of bullying, harassment, discrimination and vilification in the workplace.

Refer to PC010 PO: Sexual Harassment, Harassment and Bullying and PC006 PO: Equal Employment Opportunity and Anti-Discrimination.

6. Integrity and Ethical Standards

6.1. Actual or Potential Conflict of Interest

We must be truthful in all matters relating to their role and disclose all potential or actual conflicts of interest. This declaration should take place prior to any conflict of interest occurring.

Where it is not clear whether a conflict of interest applies, Stroke Foundation will work reasonably with the relevant Workforce Members, Students, Contractors and Consultants to determine if the potential conflict of interest is real or perceived and determine possible impacts and appropriate solutions.

Refer to GV006 PO: Conflict of Interest.

6.2. **Gifts, Benefits and Incentives**

Stroke Foundation recognises that in some situations being offered token business gifts, rewards, incentives and entertainment may be a customary part of 'doing business' and may help build business relationships.

We must be mindful of accepting any benefit that may give the appearance of improper influence or conflicted interest.

Our Workforce Members are required to record all gifts, benefits, rewards or incentives in the GV004 FO: Gifts and Benefits Register and seek approval from their manager if their intention is to accept them.

It is never acceptable to:

i. accept money for your personal benefit

j. accept substantial personal gifts or benefits

k. accept any gifts (even of token value) during procurement processes and tenders.

7. High performance outcomes

Our strategic and operational objectives focus on our Mission to prevent stroke, save lives and enhance recovery.

Stroke Foundation aims to be a high-performance organisation. We are encouraged to strive for outstanding individual and team performance, which contributes to the overall success of the organisation.

8. Work Health and Safety and Wellbeing

Stroke Foundation is committed to providing a safe and healthy workplace for all Workforce Members, Students, Contractors and Consultants as well as our consumers, Stakeholders, partners and members of the public visiting our offices or attending our events.

Our aspirational aim is to provide work which positively adds to our mental and physical health.

All reasonably practicable steps will be taken to identify, evaluate, prevent, and control factors in the workplace which cause, or have the potential to cause, injury or ill health.

We are responsible for ensuring that our workplace is safe and healthy, including by:

l. working in a safe and healthy manner

m. encouraging others to act in a safe and healthy manner

n. ensuring that property and equipment is used appropriately and that our work areas are tidy, well maintained, and safe

o. wearing appropriate clothing and personal protective equipment, and

p. acting on and reporting any areas of concern related to health and safety.

Refer to PC037 PO: Health Safety and Wellbeing.

9. Confidentiality

We may develop or have access to information that is confidential, highly sensitive or commercially important to Stroke Foundation's success. This information must not be disclosed to a third party or released to the public.

We must adhere to the requirements for confidentiality as detailed in GV015 PO: Privacy and relevant privacy legislation.

10. Privacy

We will respect and safeguard the privacy of personal information held by Stroke Foundation. This information may be in relation to Stakeholders, including clients, suppliers, community partners, Workforce Members, Students, Contractors and Consultants.

Workforce Members, Students, Contractors and Consultants who have access to this information must ensure it is collected, stored, disclosed, handled and used in a manner that complies with the Privacy Act, Australian Privacy Principles any other privacy and data protection laws and GV015 PO: Privacy.

11. Whistleblower protection

We are required to report any actual or suspected illegal, unethical, or irresponsible behaviour including fraud, illegal activity, excess waste or breach of Stroke Foundation's Code of Conduct or policies.

Reporting may be made directly in accordance with our Whistleblowing Procedures and PC025 PO: Whistleblower.

This policy allows concerns to be raised in a confidential and safe environment, with protection from detrimental action because of making a whistleblower report.

12. Criminal History Reporting and Working with Children checks

Stroke Foundation requires all Employees to undergo a criminal history check prior to commencing employment.

Stroke Foundation also requires all Volunteers in specified roles to undergo a criminal history check prior to commencing the volunteering role.

During their relationship with Stroke Foundation, Workforce Members must immediately inform their manager or a member of the People and Culture team if they are charged with or convicted of a criminal offence.

Under PC001 PO: Children and Vulnerable Adults Protection, Workforce Members may be required to complete a Working With Children Check.

Stroke Foundation will consider any disclosable outcomes arising from any check according to the principles and obligations required by legislation and its policies.

13. Policy and Legislative Compliance

All Workforce Members agree to comply with Stroke Foundation's policies, when they accept the terms and conditions in their contract of employment or volunteer engagement, and/or when they undertake any duties as a Stroke Foundation Workforce Member.

We must comply with all laws relating to Stroke Foundation, and must not breach, or omit to do something in breach of, any law.

We are encouraged to challenge any alleged inappropriate behaviour by others, by directly discussing concerns with the person involved.

Where it does not feel safe or appropriate to directly challenge the alleged inappropriate behaviour, then actual or potential breaches should be reported immediately to:

q. your manager

r. your Executive Director

s. any member of the People and Culture team

t. Chief Executive Officer, or a

u. Whistleblower Governance Officer.

Where local laws differ from this Code of Conduct, we must apply whichever sets the higher standard of behaviour.

Ignorance of the law or having a good intention does not excuse an obligation to comply.

We are expected to participate in relevant training programs on this Code as required by Stroke Foundation.

If you are uncertain about the interpretation of any law or policy, you should discuss the matter with your manager, Executive Director, People and Culture team member or the CEO.

See PC000 Legislation tables

14. Drugs and Alcohol

We will not work under the influence of alcohol or illegal drugs. Refer to PC012 PO: Smoking, Alcohol and Drugs.

Any Workforce Member taking prescription drugs that may affect their work must notify their manager or team leader.

15. Media Protocol and Reputation of Stroke Foundation

We should behave in a way that protects and promotes the interests of Stroke Foundation. We must avoid conduct or comments that could have a negative impact on the reputation of Stroke Foundation or any of our Workforce Members, Students, Contractors, Consultants, supporters or Stakeholders.

This applies to all media, including all social media or other media outlets.

We must not use any media to criticise Stroke Foundation, its supporters, partners or Stakeholders, or damage their reputation in any way.

Using social media on behalf of Stroke Foundation is limited to Public Affairs and Advocacy team and approved individuals. Refer to OP012 Social Media.

Before agreeing to any media opportunities or speaking with the media, discuss this with your manager or the Public Affairs and Advocacy team. Refer to GV026 PO: Approvals and Delegations.

16. Assets, Resources and Intellectual Property

We must always appropriately use the assets, resources and intellectual property of Stroke Foundation.

All equipment supplied by the organisation remains the property of Stroke Foundation.

Assets and resources can only be used for Stroke Foundation business and not for personal use or benefit, except where prior approval has been granted by your manager or it is permitted under a policy.

Stroke Foundation permits limited use of its IT facilities for reasonable and appropriate private use.

Inappropriate use of information technology, such as accessing or disseminating offensive material via the internet or email, is not allowed. Offensive material includes any material causing offense to the recipient.

Refer to OP047 PO: Information & Systems Security, OP047 PR: Security Awareness, OP006 PO: Acceptable Use of Systems & IT Equipment and GV012 PO: Intellectual Property.

17. Breaches of the Code of Conduct

Stroke Foundation will take appropriate action to consider and investigate cases where it is alleged that this Code has been breached.

If an alleged breach is substantiated, then Stroke Foundation will consider appropriate consequences in accordance with the relevant policy.

Stroke Foundation will take disciplinary action in situations of breach of this Code. This may include termination of employment or the volunteering relationship. In addition, other consequences may also occur, including civil action and/or criminal proceedings.

Where Workforce Members, Students, Contractors or Consultants disclose trade secrets or confidential business information, the range of action may include disciplinary action such as termination of employment or the volunteering relationship, as well as contacting the police and other relevant organisations to lodge claims for damages incurred, even if the person did not personally benefit from the disclosed information.

Refer to PC022 PO: Performance Improvement.

18. Related Policies

- › PC010 PO: Sexual Harassment, Harassment and Bullying
- › PC006 PO: Equal Employment Opportunity and Anti-Discrimination
- › GV006 PO: Conflict of Interest
- › PC037 PO: Health Safety and Wellbeing
- › GV015 PO: Privacy
- › PC025 PO: Whistleblower
- › PC001 PO: Children and Vulnerable Adults Protection
- › PC012 PO: Smoking, Alcohol and Drugs
- › OP012 Social Media
- › GV026 PO: Approvals and Delegations
- › OP047 PO: Information & Systems Security
- › OP047 PR: Security Awareness
- › OP006 PO: Acceptable Use of Systems & IT Equipment
- › GV012 PO: Intellectual Property
- › PC022 PO: Performance Improvement
- › PC019 PO: Performance Management
- › PC018 PO: Employee Dismissal
- › PC009 PO: Employee and Contractor Induction
- › PC005 PO: Internal Complaints and Disputes

19. Where to go for more information

- › Employee Handbook
- › Volunteer Induction Manual
- › Your manager
- › Your Executive Director
- › Any member of the People and Culture Team
- › Whistleblower Governance Officers
- › CEO

Document Control

Document Control	
Distribution	This document is confidential and strictly for internal use only
Authoriser	Stroke Foundation Board
Reviewer(s)	Executive Team
Owner	Executive Director, Corporate Services
Target audience	Workforce Members
Training requirements	☒ Mandatory internal ☐ Mandatory regulatory ☐ Not required (reference policy)
Training format	☒ Read and acknowledge ☐ E-learning module ☒ Announcement[1] ☐ Face-to-face/Live training
Training frequency	☐ One-off ☒ Induction ☐ Annual ☐ When Policy updated ☒ When significant change to policy

Risk Profile	**Likelihood**		**Consequence**	
	☒	Almost Certain	☐	Catastrophic
	☐	Likely	☐	Major
	☐	Possible	☒	Moderate
	☐	Unlikely	☐	Minor
	☐	Rare	☐	Negligible

Overall Risk Assessment	**Overall Risk**		**Review Cycle**	
	☐	Very High	☐	Annual
	☒	High	☒	Biennial
	☐	Medium	☐	Triennial
	☐	Low	☐	Quadrennial

Next Review Date	02/11/2025

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[1] Announcement examples include: Teams post, email, video, PowerPoint presentation, poster.

Version History

Version	Authoriser	Authorised	Summary of Changes
11.0	Board	02/11/2023	Critical points and references to other policies updated.
10.0	Board	06/08/2021	Inclusions of: Definitions; Students in scope.
9.0	Board	May 2019	Application of new template, updated language, drafting changes
8.0	CEO	03/11/2017	Logo update
7.0	CEO	01/03/2016	Refer Executive Summary 01/03/2016
6.0	CEO	01/12/2014	Refer Executive Summary 01/12/2014
5.0	CEO	01/07/2013	Refer Executive Summary 01/07/2013
4.0	CEO	01/03/2012	Refer Executive Summary 28/02/2012
3.0	CEO	01/08/2010	Updates.
2.0	CEO	01/11/2007	Updates.
1.0	CEO	15/08/2005	Original.