



Statement of Support from President and the Committee

HFACT Code of Conduct

To assist in meeting our mission of improving the well-being of the Haemophilia community through mutual support, networking, advocacy and striving for optimal health care, the HFACT Committee decided that we would develop and operate under our own Code of Conduct.

A Code of Conduct is an important tool for the Committee; it can positively shape the culture of HFACT; it sets out the standards of behaviour expected of the committee members and employee(s); it should help solve ethical dilemmas we face and sets standards aimed at preserving the integrity and reputation of HFACT.

Our image of HFACT is directly affected by our actions. The way to maintain the respect and confidence that HFACT deserves is to know what is expected and to accept responsibility for our own behaviour. All committee members and employee(s) are bound by the code.

We have five main tenets of our Code of Conduct;

- ✓ *We act honestly and with integrity*
- ✓ *We value and maintain our professionalism*
- ✓ *We act professionally at all times and strive hard to maintain a positive image of HFACT*
- ✓ *We respect privacy and do not misuse information*
- ✓ *We strive to be good citizens and achieve community respect*

The Committee has agreed that the Vice-President will be the Code of Conduct Manager. The Vice-President is responsible for overseeing the development, promotion and maintenance of the Code of Conduct and, with the President, adjudicate any breaches and report to the Committee on any breaches including any action taken.

If you believe that a member of the Committee and/or its employees have breached our Code, then please contact Tim Crowden or Jenny Lees in the first instance.

Regards,

Claudio Damiani (President), Tim Crowden (Vice-President), Jenny Lees (Treasurer), Rebecca Minty (Secretary), Maria Wensing (Delegate), Wanda Haponik, Julia Minty, Len Minty, Marylou Minty, Janet Sloan and Fred Wensing (Committee Members) Haemophilia Foundation of the ACT.

HFACT Mission

To improve the well-being of the Haemophilia community through mutual support, networking, advocacy and striving for optimal health care.

HFACT Values

- ✓ *Honesty*
- ✓ *Integrity*
- ✓ *Professionalism*
- ✓ *Respect*

HFACT Code of Conduct

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- ✓ *We value and maintain our professionalism*
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- ✓ *We strive to be good citizens and achieve community respect*

We act honestly and with integrity

HFACT is judged on its committee members and employee(s) actions. Acting with honesty and integrity will maintain the respect and confidence that we desire from the community.

We demonstrate honesty and integrity when;

- We treat all people with courtesy and sensitivity to their rights, duties and aspirations.
- We conduct ourselves in an unprejudiced, objective and efficient manner, considering matters on their merits without regard to outside influences or personal interests.
- We do not take improper advantage of our positions in order to obtain a benefit for others or ourselves.
- We do not tolerate dishonest behaviour by our colleagues or others.
- We do not tolerate bullying, harassment, unlawful discrimination or other inappropriate behaviours in any form.
- We do not act in a way that is intended to harass or intimidate our colleagues or others.

We value and maintain our professionalism

Professionalism is conduct that fosters and preserves our reputation as a committee and individuals, builds the reputation of HFACT and supports our role. Professional and ethical conduct by committee members and employee(s) is integral to the organisation. If we compromise this principle, we will lose the respect and confidence of our colleagues and membership.

This commitment is seen when;

- We exercise care, responsibility and sound judgement when carrying out our duties;

- We maintain and strive to improve the skills, knowledge and competencies that are required for us to be efficient in our duties;
- We always maintain a professional relationship with our membership;
- We work together as a team and treat each other with respect and dignity, striving for a safe, harmonious and efficient workplace;
- We provide membership and others with evidence based advice and factual explanations that we are competent and authorised to provide.

We act professionally at all times and strive hard to maintain a positive image of HFACT

We know and respect the law and act accordingly. Compliance with all the laws and statutes that govern us is an essential part of our operations. Violations of laws and regulations can have serious consequences for HFACT and the individual concerned.

This commitment is seen when;

- We respect and abide by all laws, regulations, policies, standards and documents that direct our operations;
- We comply with all lawful and reasonable directions from authorised persons;
- We work to assist members of the public to understand their entitlements and requirements according to the laws within which we operate.

We do not unlawfully coerce or harass a member of the public or another employee(s)

We discharge our duties lawfully and in doing so our signature indicates understanding and proper authorisation for associated actions. Our signature includes written and electronically sent authorities.

We only act within our authority/delegations.

We avoid conflicts of interest. A conflict of interest occurs where an employee(s) has a personal or professional interest sufficient to influence, or appear to influence, the objective performance of their duties. A real or apparent conflict of interest can jeopardise confidence in HFACT. Therefore, we do not participate in activities that could put us in such a position.

Conflicts of interest will be avoided when;

- We do not put ourselves in a position where it could appear that our private interests or activities, including personal relationships, sporting, social or cultural activities, are in conflict with our position in HFACT;
- We do not put ourselves in a position where personal interests and/or relationships compromise the therapeutic intent of HFACT;
- We separate our political views and activities from the performance of our official duties;
- We inform the President as soon as we become aware of possible conflicts of interest including the financial or personal interests of ourselves or of those we know.

We declare any conflicts of interest that could occur through our share-holdings, ownership of real estate or being the trustee or beneficiary of a trust.

We do not solicit, accept or offer money, gifts, favours or entertainment that might influence, or appear to influence our judgement.

We do not accept gifts or benefits without the approval of the President, unless the gift is of little financial value. Staff may accept token gifts such as chocolates or flowers in gratitude unless it is intended to influence decisions about how work is conducted, contracts let or goods purchased.

We respect privacy and do not misuse information

Respect for membership privacy and business confidentiality is central to HFACT's credibility. At all times, we comply with the laws governing disclosure of information and we treat the privacy of our membership, colleagues and business affairs as a high priority. This is balanced with the role of HFACT in caring for those in our community – we need to ensure that this is balanced with sharing information about members that permits successful social events, education programmes and – most importantly – support between members and their families in times of need.

To ensure confidentiality is maintained and information is not misused;

- We only access or discuss confidential information for authorised committee-related tasks;
- We do not encourage or pressure others to disclose confidential, sensitive or privileged information;
- We do not unlawfully disclose any information we acquire either as a consequence of our employment or by chance;
- We do not take improper advantage of any information or documentation we have access to for our own or any other's benefit;
- We ensure secure collection, storage and disposal of confidential information regardless of its medium.

We strive to be good citizens and achieve community respect

HFACT is committed to service excellence and aims to maintain public confidence and respect. This can only be achieved if we are aware of our responsibilities and are accountable for our actions.

This commitment is supported when;

- We are committed to equity and diversity;
- We strive to make a positive contribution to the organisation and the community we serve;
- We consider the broader impact of our decisions on our colleagues, our membership and the community.