

Code of Conduct Policy

Our values guide our conduct and set the expectations, standards and ethical practices that underpin all our dealings.

Brisbane South PHN has a strong commitment to undertaking its business with integrity – to do what is right, just and ethical. We abide by a Code of Conduct, which applies to the Board, management and all employees of Brisbane South PHN.

Brisbane South PHN's Code of Conduct shapes our organisational culture. It contains the core components of our positive culture reflecting the psychological contract between Brisbane South PHN and its employees. The Code of Conduct underpins individual and organisational relationships, our achievements, high performance, our cascading leadership and mutual respect. The Code fosters a united and mutually supportive work environment that is values and vision driven on behalf of our organisation, our colleagues, our community and our clients.

The Brisbane South PHN Code of Conduct includes a commitment to:

- Brisbane South PHN's Values
- The mutual contract between
 - Brisbane South PHN's employee's obligations and
 - Brisbane South PHN's obligations as an employer

Brisbane South PHN Values

Courage

We:

- listen actively
- communicate freely
- engage respectfully in challenging conversations
- embrace and lead change
- pursue innovation with determination to achieve better health outcomes

Respect

We respect:

- who we are
- who we work with
- what we do, and
- how we do it

Synergy

We value that:

- the whole is greater than the sum of its parts
- collaboration and cooperation towards common goals delivers a better outcome

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Integrity

At Brisbane South PHN, integrity means that:

- we can be trusted to make decisions that are well considered, supported and fair
- we lead by example
- we treat others as we like to be treated ourselves
- we hold ourselves to the highest standards of ethical and honest behaviour at all times
- our words and actions are aligned and
- we accept full responsibility for our actions

Purpose

Our focus is:

- to respond to challenges with meaningful actions
- actions that make a difference
- actions that improve outcomes

The mutual contract – employees will

- at all times uphold Brisbane South PHN's Values
- represent Brisbane South PHN internally and externally proudly and positively
- comply with any lawful and reasonable direction given by our employer
- maintain appropriate confidentiality about Brisbane South PHN's activities and interactions
- disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with employment with Brisbane South PHN
- be accountable and take responsibility for their actions
- not provide false or misleading information in relation to employment in Brisbane South PHN
- not make improper use of inside information or the employees duties, status, power or authority in order to gain personal or third party advantage or benefit
- contribute constructively to the social climate in the workplace
- be flexible and respond positively to change
- be mobile and support cross-functional opportunities for personal and professional growth and development

The mutual contract – Brisbane South PHN will:

- act with honesty, integrity and fairness in all areas of our business dealings
- support workplace diversity, respect the values of others and not tolerate racial discrimination, workplace harassment, bullying or sexual misconduct
- accept responsibility and accountability for our actions
- follow company policies and procedures at all times
- behave in a manner aligned with our values in everything we do
- comply with all applicable laws and statutory obligations
- ensure that the privacy of our people and stakeholders is observed and respected

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- strive to deal fairly with customers, suppliers, and competitors and encourages our employees to strive to do the same.
- avoid action or activity that gives rise to a conflict of interest, is illegal, or involves the acceptance or giving of improper inducements in order to secure business
- encourage employees to speak against and to report unethical behaviour to Brisbane South PHN
- provide a workplace that is safe for employees and that complies with the spirit as well as the letter of work health and safety laws.
- promote equal opportunity for all employees at all levels of Brisbane South PHN irrespective of colour, race, gender, age, ethnicity or religious beliefs.
- provide equal opportunity to all qualified individuals in recruitment, compensation, promotion, training and other employment practices.
- compensate all employees in a fair and ethical manner.
- provide opportunities for employee training and education both through the provision of training and the support of employees pursuing further education outside of Brisbane South PHN
- not tolerate the misuse of Brisbane South PHN assets or resources and employees will not use such assets or resources for their own benefit.
- not tolerate the offering or acceptance of bribes, inducements or unauthorised commissions by any of its employees or officers.
- recognise the need from time to time to give or accept customary business courtesies in accordance with ethical business practices, however, employees will not solicit such courtesies and will not accept gifts, services, benefits or hospitality that might influence, or appear to influence, the employee's conduct in representing Brisbane South PHN

I confirm I have read and understand the contents of this Code of Conduct. I understand that adherence to this Code of Conduct is a key component of my employment relationship / directorship (as applicable) with Brisbane South PHN.

Name:

Title:

Signature:

Date:.....