

Code of Conduct

Purpose

Brisbane South PHN is committed to a high level of integrity and ethical standards in all our activities.

We are guided by our organisational values, strategic plan, this Code and all Brisbane South PHN related policies and documents, workplace agreements and legislation.

The Code of Conduct outlines responsibilities and expected behaviours for both, employer and employees to guide our ways of working and uphold the values and vision of our organisation.

Brisbane South PHN's Commitment

Commissioning

As a commissioning organisation, we are a key health system driver, connector, integrator and innovator. We work with health professionals and communities to understand the health and wellbeing needs of our region, and commission services that directly respond to these needs.

Child Safety and Wellbeing

Brisbane South PHN recognises the role of the organisation in the promotion and protection of children's rights. Brisbane South PHN has zero tolerance for child abuse and is committed through recruitment, education, training and reporting to promote and protect the interests, safety and wellbeing of children.

Health Access and Equity

Brisbane South PHN values an inclusive culture that embraces the diversity of our people, service providers and community, and role models reconciliation. Building a safe, accessible and equitable system of health care for all is at the core of our business.

Brisbane South PHN partners to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality, equitable and easy to access.

Health, Safety and Wellbeing

Brisbane South PHN deeply values the health and wellbeing of our employees and will implement processes, training and resources to support the health and wellbeing of our people.

In alignment with that commitment, Brisbane South PHN does not tolerate inappropriate workplace behaviour in any work-related context or accept behaviour that risks the safety of anyone we interact with. This includes physical and psychological violence or harm.

Scope

All Brisbane South PHN employees, contractors, students, directors and officers are required to comply with the Code of Conduct while engaged in Brisbane South PHN activities. This includes:

- performing work duties;
- work-related functions, travel and conferences;
- engagement with community and/or stakeholders; and
- any other circumstances in which an individual is representing Brisbane South PHN.

Interactions with other Brisbane South PHN Policies

The Code of Conduct cannot describe every requirement or present all details of our policies and should be read in conjunction with all other Brisbane South PHN policies. Brisbane South PHN regularly assesses and reviews its policies and procedures to support our obligations to our stakeholders and employees. These are available on the Brisbane South PHN intranet.

Code of Conduct

Application

All individuals at Brisbane South PHN have an obligation and are expected to:

- read and understand this Code of Conduct and seek advice if questions arise;
- uphold our values of courage, integrity, respect, purpose and synergy;
- act honestly and perform duties in a responsible and professional manner, aligned with Brisbane South PHN organisational policies, procedures, rules and other legal requirements and obligations;
- promote equal opportunity for everyone at all levels of Brisbane South PHN by complying and practicing Brisbane South PHN's principles of access, equity, diversity and inclusion and support each other when dealing with others within and beyond Brisbane South PHN;
- create and maintain a safe and healthy work environment that is free from unlawful discrimination, bullying, harassment, sexual harassment and victimisation;
- ensure the safety and wellbeing of children within our work at Brisbane South PHN;
- contribute constructively to the social climate in the workplace, take responsibility for the health, safety and wellbeing of ourselves and others when carrying out our duties and consider the impact of our decisions and behaviour on the wellbeing of others;
- use Brisbane South PHN's facilities and resources efficiently, for work-related purposes and as guided by Brisbane South PHN policies;
- act and interact with others in a manner that positively represents Brisbane South PHN and promote and protect Brisbane South PHN's reputation in the wider community and PHN;
- maintain appropriate confidentiality about Brisbane South PHN's activities, reports, stakeholders and interactions and ensure that information is only used for the purpose it was collected or authorised. This includes not discussing confidential issues of Brisbane South PHN with people outside the organisation unless authorised;
- not make improper use of inside information or the employee's duties, status, power or authority in order to gain personal or third party advantage or benefit;
- act with transparency when a conflict arises between our self-interest and our duty to Brisbane South PHN and disclose and take reasonable steps to avoid any conflict of interest (real or apparent);
- not seek or accept gifts that could reasonably be perceived as influence, particularly from people or organisations about whom we are likely to make a decision;
- seek advice from an appropriate manager or the Human Resources Lead where a colleague's behaviour is perceived to be in breach of this Code of Conduct, and report any suspected corrupt, criminal, or unethical conduct;
- comply with any lawful and reasonable direction given by Brisbane South PHN;
- maintain a smoke-free working environment;
- not endanger the health and wellbeing of employees or threaten business operations via the misuse of alcohol and drugs;
- dress appropriately for the workplace and work tasks;
- refrain from allowing personal political views and/or affiliations or other personal interests or relationships to influence the performance of duties or exercise responsibilities;
- disclose any information affecting or relating to you or your circumstances (arising at any time) which may affect your employment, the trust of stakeholders or that may result in reputational damage to Brisbane South PHN.

Executive Leadership Team (ELT) and Senior Leadership Team (SLT) members demonstrate leadership and model our values, ensuring individuals at Brisbane South PHN understand their responsibilities and creating a working culture and environment where individuals covered by the Code of Conduct feel supported and comfortable to ask questions or raise concerns.

Code of Conduct

Brisbane South PHN Values

Our values



Courage

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



Integrity

We can be trusted to make decisions that are well considered, supportive and fair. We lead by example, treat others as we would like to be treated, hold ourselves to the highest standards of ethical and honest behaviour, align our words and actions, and accept full responsibility for those actions.



Purpose

Our focus is to respond to challenges with meaningful actions which make a difference and improve 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 parts and believe that collaboration and cooperation towards common goals delivers a better outcome for all.

Breach of Code of Conduct

Failure to abide by the Code of Conduct may result in disciplinary actions being taken ranging from verbal warnings up to dismissal from Brisbane South PHN and/or other external actions as appropriate or required by law.

Raising and responding to concerns (Compliance and Breaches)

All employees are encouraged to use internal avenues to report suspected inappropriate conduct.

Brisbane South PHN has a Whistleblower Policy for any disclosable matters where there are reasonable grounds to suspect misconduct including fraud, negligence, default, breach of trust and breach of duty or an improper state of affairs or circumstance in relation to Brisbane South PHN. Reporting options include via Stopline - an independent external provider of whistleblowing programs, including a related hotline. Further information can be obtained via the policy or the Brisbane South PHN website [Give feedback | Brisbane South PHN \(bsphn.org.au\)](#)

Employees should:

- report any professional misconduct, breach of this code or breach of Brisbane South PHN Policies and Procedures to their line manager (or the next highest manager if the report involves your line manager);
- report any fraudulent or corrupt activity as per the Whistleblower Policy and support those team members who make justified reports of possible misconduct, fraud or corruption.

Code of Conduct

Where to from here / Next steps

If, after reading this Code of Conduct, you are unsure about your obligation in general or in relation to a specific situation, you should discuss this with your manager.

If you have concerns about approaching your direct manager, you should contact the next senior person in your area. Where this is not possible or practical, contact the Human Resources Lead who will be able to provide you with guidance and advice on the appropriate steps to follow to resolve your concerns.

RELATED DOCUMENTS AND REFERENCES

Internal

Alcohol, Drugs and Smoking Policy

Anti-Discrimination, Bullying, Harassment and Sexual Harassment Policy and Procedure

Conflict of Interest and Related Party Transactions Policy

Data Governance Policy

Gender Affirmation in the Workplace Policy and Guide

Gifts and Benefits Policy and Procedure

IT Acceptable Use Policy

Media and Social Media Policy

National Principles for Child Safe Organisation Framework (Brisbane South PHN)

Privacy Policy

Recruitment and Selection Policy and Procedure

Staff Grievance

Managing Performance and Behaviour

Work Health Safety and Wellbeing Policy and Incident Reporting Procedure

Whistleblower Policy

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. I acknowledge and understand that I will gain access to all Brisbane South PHN policies and procedures once commenced with Brisbane South PHN.

Name:

Title:

Signature:

Date:.....