

National LGBTI Health Alliance

Code of Conduct



Purpose

To achieve its objectives the National LGBTI Health Alliance (the Alliance) relies on the **initiative** and **engagement** of its Members.

The Alliance is committed to a high standard of integrity, professionalism, transparency and accountability at all levels of the organisation.

The aim of the Code of Conduct is to positively shape the culture of the Alliance and provide a point of reference outlining the parameters of acceptable and unacceptable behaviour. It outlines how we conduct our work and how we relate to one another and to other stakeholders with whom we work.

Scope

The Code of Conduct applies to all classes of membership and to all Board Members regardless of whether they are Members of the National LGBTI Health Alliance. Further, it applies to all staff, volunteers and any other persons engaged in activities on behalf of the Alliance. In the Code of Conduct the terms “we” and “Member” include all of these roles.

The Code of Conduct should be read in conjunction with the Alliance Constitution, Delegations, Strategic Framework, organisational Policies and Procedures and staff position descriptions.

All members are required to familiarise themselves with the Code of Conduct and adhere to its provisions.

As a Code of Conduct cannot cover every situation that may arise, it is expected that Members will discuss any matter that they are unsure of with the Executive Director in the first instance.

Code Terms and Conditions

The Alliance commits itself and its Members to **ethical, businesslike, and lawful conduct**, including proper use of authority and appropriate decorum when acting on behalf of the Alliance.

We (all Members) undertake to work **collaboratively** and cooperatively with each other as **equals** on the basis of **honesty, courtesy, mutual respect** and **good will**.

We take **responsibility** and are **accountable** for our actions to other Members, as represented by the Board.

Where we have agreed to undertake specific activities on behalf of the Alliance, we commit to adhering to the agreed terms of reference and completing them in a timely manner. We will inform the Alliance immediately should circumstances arise that impact on our ability to complete the activities as agreed.

We value **diversity** in all its dimensions and endeavour to acknowledge, respect, include and support diversity among members, partner organisations, and other stakeholders. This involves an acknowledgement of differences and commonalities, and the need to address imbalances in power and combat discrimination and exclusion.

The Alliance will not tolerate any form of discrimination, harassment or bullying.

We value the **free expression of opinions** when working together, just as we value a **willingness to engage, listen, learn and compromise**.

While we **strive for consensus**, we do not expect all Members to agree on all issues. We respect the rights of Members to **differences of opinion** and different priorities, while also acknowledging the need for a unified position where possible to achieve the Alliance objectives.

We have an obligation to **act in the interests of the Alliance**.

We have an obligation to disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with Alliance involvement.

The Alliance acknowledges that personal relationships exist and develop between Members. We require that personal and professional boundaries are maintained and that there is no conflict of interest between the two spheres. If we think, for any reason, that we are in a situation where professional and private boundaries are becoming blurred, we must openly and honestly discuss this issue with the Executive Director or a member of the Board.

We must not be under the influence of illegal substances or intoxicated by alcohol, deal in illegal substances or encourage their use while engaged in activities on behalf of the Alliance or when in situations where we are likely to be perceived to be representing the Alliance.

We will treat all Alliance property with due care and minimise waste. We will not misuse Alliance assets, intellectual property or the services of other Alliance Members for our own benefit or that of third parties. This includes unauthorised use of Alliance branding and copying computer software programs.

We respect the **confidentiality** appropriate to issues of a sensitive nature, and abide by the provisions of the Privacy Act. We do not disclose names, private contact details or other personal information about other Members without their express permission.

We only make communications from the Alliance available to third parties with the express authorisation of the Executive Director or the Board Executive, except where that information has already been made available officially to the public.

We may only **represent the Alliance** in communication on any matter with external stakeholders, including media and political representatives, with the express authorisation of the Executive Director or the Board and within the terms defined in that authorisation.

We acknowledge Members' right to publicly represent positions that differ from that of the Alliance; however we expect this to be done in such a way that it does not undermine the position of the Alliance and ensures that it in no way appears that the Member represents the Alliance.

We undertake to express **criticism** and deal with **conflicts** in a **constructive** manner and to pursue and abide by agreed grievance procedures where necessary.

Non-Compliance

Where non-compliance with this Code is reported and proven, remedial action should be taken by the Board. This may involve, for example, mediation, counselling, training, and/or reprimand in the case of unintentional and less serious breaches of the Code. It may involve disciplinary action through to termination of membership or dismissal in the case of repeated, intentional and/or serious breaches.