



Abbeyfield Australia Ltd

Abbeyfield Australia policy and procedure manual

April 2016

Abbeyfield Australia Limited
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24. Code of ethical conduct

Purpose

To provide a framework of ethical behaviour to which all stakeholders of AAL should adhere to ensure the highest standards of conduct are met.

To guide all stakeholders in meeting their governance and good business practice obligations.

Guidelines

1. Standards of Ethical Behaviour

AA is committed to adhering to the Principles of Ethical Conduct as set out in the Code of Ethical Conduct.

1.1. These principles include but are not limited to:

- 1.1.1. Honesty
- 1.1.2. Integrity
- 1.1.3. Transparency
- 1.1.4. Accountability
- 1.1.5. Confidentiality
- 1.1.6. Objectivity
- 1.1.7. Respectfulness

1.2. These guiding principles are to be embedded into the culture and practice of AA and the way it conducts its business.

1.3. All stakeholders are required to be familiar with the Code of Ethical Conduct and to practise the principles therein espoused.

1.3.1. The Code of Ethical Conduct will be available to all stakeholders via AA's website, in the Policy and Procedures Manual and other means as appropriate from time to time.

1.4. Breaches of the Code of Ethical Conduct will be subject to the provisions of the Disciplinary Action Policy.

2. Whistle-blowers' Protection

2.1. Where any *Whistle-blowers Protection* legislation enacted at the time applies to the AAL, AA will comply with and be bound by the provisions of that Act.



Signature: _____ CEO, Abbeyfield Australia Ltd

Person(s) responsible for implementation and review of this policy:

Governance Committee

Date of Endorsement: 4 July 2014

Date Last Reviewed: 4 July 2014

Related Documents:

Code of Ethical Conduct

Whistle-blowers' Protection legislation [current]

32. Code of ethics

Purpose

To ensure clear expectations of the standards of conduct to which AAL aspires are given to all stakeholders of AAL.

To guide all stakeholders in meeting their governance and good business practice obligations.

Guidelines

Access to Code of Ethical Conduct

Stakeholders of AAL are required to be familiar with the Principles of Ethical Conduct as set out in the Code of Ethical Conduct.

- 1.1. The AAL Code of Ethical Conduct will be available on the AAL website and intranet for access by all stakeholders
- 1.2. The Code of Ethical Conduct will be included in the induction process for all Directors, employees, volunteers and residents
- 1.3. Directors, employees, volunteers and residents will be required to acknowledge in writing that they will uphold the AAL Code of Ethical Conduct.
 - 1.3.1. A signed copy will be kept on the pertinent file
 - 1.3.2. A signed copy will be provided to the stakeholder
- 1.4. All contractors/consultants and others will be provided a copy on request or be directed to the AAL website.
 - 1.4.1. Under certain circumstances, written acknowledgement may be required, e.g. commercial in confidence, privacy issues, etc.
 - 1.4.2. Where required, a signed copy will be kept on the relevant file
 - 1.4.3. A signed copy will be provided to the contractor/consultant or other

Practice of Ethical Conduct

Stakeholders of AAL are required to adhere to the Principles of Ethical Conduct as set out in the Code of Ethical Conduct.

- 2.1. The Code of Ethical Conduct sets out the guiding attributes and actions expected. These are:
 - 2.1.1. Honesty
 - 2.1.2. Integrity
 - 2.1.3. Transparency
 - 2.1.4. Accountability
 - 2.1.5. Confidentiality
 - 2.1.6. Objectivity
 - 2.1.7. Respectfulness
- 2.2. These guiding principles are to be embedded into the culture and practice of AAL and the way it conducts its business.
- 2.3. When planning and conducting its business, AAL will consider its actions against the values espoused in the Code of Ethical Conduct.
- 2.4. AAL will report to the stakeholders its commitment to its Code of Ethical Conduct via the Annual Report.

Breaches of the Code of Ethical Conduct

- 3.1. To ensure the highest standards of ethical conduct are maintained, breaches will be dealt with in accordance with the provisions of the Disciplinary Action Policy and Procedure.

- 3.1.1. For Directors and employees, this may result in dismissal, depending on the degree of breach, or other disciplinary action as set out in the relevant policy.
- 3.1.2. For volunteers and residents, this may result in being denied access to AAL services and premises, depending on the degree of breach.
- 3.1.3. For contractors/consultants and others, this may result in being denied access to AAL services and/or legal proceedings, depending on the degree of breach.

Whistleblower' Protection

- 4.1. Where any *Whistleblowers Protection* legislation enacted at the time applies to the AA, AAL will comply with and be bound by the provisions of that Act.
- 4.2. Where a breach of the Code of Ethical Conduct or other matters that raise concern has been reported, AAL undertakes to investigate that claim.
 - 4.2.1. Action where necessary will be taken.
 - 4.2.2. Where no action is deemed necessary, an explanation will be provided to the reporting party.
- 4.3. The reporting party will not be disadvantaged nor discriminated against.
- 4.4. All reports should be made in good faith.
- 4.5. Where a report is found to be malicious, deliberately misleading or frivolous, the Whistleblower may be subject to disciplinary action as set out in **Clause 3.1**.



Signature

CEO, Abbeyfield Australia Ltd

Person(s) responsible for implementation and review of this policy:

Governance Committee

Date of Endorsement: 4 July 2014

Date Last Reviewed: 4 July 2014

Related Documents:

Code of Ethical Conduct Policy

Privacy, Confidentiality and Duty of Care Policy

Whistleblowers' Protection legislation