

Interplast Australia & New Zealand

Employee Code of Conduct Policy

Policy Status:
Approved

Initial CEO Endorsement:	03 November 2023
Board Approval Date:	14 November 2023
Last Review Date:	03 November 2023
Future Review Date:	01 November 2025
Frequency of Review:	Every 2 years
Policy Owner:	Head of Corporate Services

Revisions to Policy

Significant Changes	Endorsed by CEO	Approved by Interplast Board
Conversion of code of conduct (dated 2021) to policy Transferred into new policy template	03 November 2023	14 November 2023

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Section 1: Purpose

The purpose of the Employee Code of Conduct Policy is both to outline the context in which its Code of Conduct is embedded and detail the Code of Conduct itself. The Employee Code of Conduct documents the values and expectations of the professional and personal conduct of all Interplast Australia & New Zealand's (Interplast) employees for the period of their engagement with Interplast, and in some instances, beyond. Misconduct and breaches of the Code of Conduct are grounds for disciplinary action, including dismissal.

Section 2: Scope

The Employee Code of Conduct applies at all times to the professional and personal behaviours of all employees of Interplast, including the Chief Executive Officer (CEO).

Interplast recognises that behaviour observed both inside and outside of normal working times, everywhere and anywhere we may work can variously promote or damage the reputation of Interplast within our community and among our partners and beneficiaries.

Interplast recognises that compliance with this Code of Conduct does not absolve employees from complying with local laws and respecting local cultures. International laws and cultures are diverse, and all employees are expected to uphold local laws wherever they work, simultaneously to upholding the Code of Conduct.

This Policy does not apply to Interplast's Board of Directors. A separate Board Director Code of Conduct applies.

Section 3: Policy

3.1: The Employee Code of Conduct

As employees of Interplast we value integrity, respect, and collaboration.

The Employee Code of Conduct (the Code) outlines the way we conduct ourselves at Interplast and is based on our three core values, all of which guide our behaviours. Together with Interplast's policies and procedures, the Code is integral to the delivery of our mission and strategic objectives.

Interplast is committed to supporting all employees to adhere to the Code, recognising that maintaining the highest levels of professionalism and conduct in the workplace will result in strong engagement and positive outcomes. By complying with the Code, all employees contribute to Interplast's success.

3.2: Employee commitment

Interplast employees have a responsibility to ourselves and to others to behave respectfully, with integrity, in a collaborative manner, and to take full responsibility for our actions.

To achieve this, every employee is responsible for:

- Performing their duties reliably, responsibly and professionally, and to the best of their abilities in keeping with Interplast's mission and vision
- Appropriately role-model behaviours; wherever relevant, influence and guide other personnel to perform to the best of their abilities also
- Complying with all relevant legislation, regulations, Interplast policies, procedures, directions, and contracts
- Taking reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health, safety and/or well-being of others in the workplace
- Treating ourselves and our colleagues, partners, communities, and donors, with respect, equality, and dignity
- Conducting ourselves ethically, reliably, and with integrity
- Exercising objectivity in our decision-making; acting in the best interests of Interplast and those we support across the Asia Pacific region
- Collaborating with relevant stakeholders in decisions that directly impact them
- Being transparent and accountable for our actions
- Contributing to a positive work environment that is fair, inclusive, equitable and free from any discrimination, bullying, or harassment, including but not limited to sexual harassment
- Ensuring good stewardship of Interplast assets and financial gifts from donors
- Acting in a manner that is consistent with sector standards including the ACNC Governance Standards, the ACFID Code of Conduct and the FIA Code of Conduct.

3.3: Supporting values and behaviours

Interplast employees recognise that our conduct reflects upon the organisation and those within.

As such, we commit to demonstrating the behaviours underpinning our organisational values.

Integrity

- We are ethical, honest, and transparent in our dealings with each other, our volunteers, partners, donors, and broader stakeholders
- We do not knowingly make misleading statements or omissions in our communication
- We use the resources, services and facilities provided to us by Interplast only for the purpose which they have been provided
- We perform our work impartially and refuse all offers that could be perceived as undermining the integrity of Interplast or ourselves
- We are accountable for our behaviours and decisions

- We do not abuse or misuse our position, power or influence for personal benefit or to cause harm to another person
- We comply with the Conflict-of-Interest Policy whenever dealing with a (real or apparent) conflict of interest. This means that employees must take every reasonable step to avoid any conflict of interest (real or apparent) in connection with their engagement with Interplast and, where one exists, declare it.
- We report any possible misconduct without fear or favour.

Respect

- We are committed to diversity, inclusion, fairness, and equal opportunities
- We do not tolerate bullying, harassment or violence
- We are respectful in all our written and verbal communications
- We respect and value each other's contributions, working collaboratively to achieve positive outcomes for all
- We respect everyone's rights to privacy and do not disclose personal information whether during or after the period of engagement with Interplast, except as required by our privacy policies
- We accept and encourage diverse cultures and beliefs.

Collaboration

- We proactively work with team members to resolve problems and achieve goals
- We recognise the importance of team goals and plans by being fully engaged in their development
- We support our colleagues by encouraging participation and engaging in active listening
- We acknowledge the skills, experience, knowledge, creativity and contributions of others
- We seek feedback, reflect and learn
- We strive for continuous improvement
- We address conflict in a professional and safe manner, escalating concern where appropriate.

3.4: Further obligations

Interplast employees acknowledge that underpinning all that we do is an unwavering commitment to safeguarding vulnerable individuals and communities.

As such, all employees commit to:

- Advance the safeguarding of those who are vulnerable or who are at risk of marginalisation such as women and girls, children, people with disabilities and the elderly, in compliance with Interplast's Child Protection Policy, noting that this includes our Child safe code of conduct.
- Not engaging in any form of transactional sex with primary stakeholders of Interplast and acknowledge this to be any form of sexual activity in exchange for goods or services, money, employment or preferential treatment.

- Protect the health and safety of others, especially when working with Interplast’s partners and beneficiaries.
- Be vigilant against all forms of harassment and discrimination in compliance with Interplast’s Equal Employment Opportunity and Anti-discrimination policy and Prevention of Sexual Exploitation, Abuse, and Harassment Policy and Child Protection Policy.
- Supporting actions designed to protect individuals from sexual exploitation, abuse, and harassment
- Immediately reporting any conduct or perceived conduct that could be considered a breach of the Code and/or Interplast policies and procedures.

3.5: Code breaches

Breaches of the Code of Conduct, or of Interplast policies and procedures should be reported to a manager or directly to the CEO as soon as practicable. This includes behaviours that violates any law or regulation. If employees are unclear whether an action is a breach, the matter should be raised with an appropriate manager for clarification.

Guidelines for reporting breaches are outlined in the Grievance Resolution Policy.

Section 4: Acknowledgement

I hereby acknowledge that I have read the Interplast Employee Code of Conduct.

I further acknowledge that I understand all my obligations, duties and responsibilities under the Code and acknowledge that violations of the Code of Conduct may result in disciplinary action including termination from Interplast and/or referral to appropriate regulatory and enforcement agencies.

I certify that this is a true and correct statement by my signature below:

Full name:	
Position:	
Signature	
Date:	

Section 5: Monitoring and Review of this Policy

This policy will be monitored and reviewed at intervals as indicated in this policy and following the process outlined in Interplast’s Policy Framework.

The Chief Executive Officer is ultimately accountable to the Board for managing and maintaining this policy and is responsible for the implementation of this policy. The Board is responsible for adopting this policy.

The Head of Corporate Services is accountable to the Chief Executive Officer for ensuring the currency of this policy and all supporting procedures and relevant manuals and has responsibility for operationalising the policy.

Where compliance issues are identified, they will be addressed promptly. The Chief Executive Officer is responsible for taking any recommended amendments to this policy to the Interplast Board for its approval.

Section 6: Related Documents and Legislation

Interplast principles and practices are informed by the ACFID Code of Conduct (Quality Principle 9: People and Culture), in particular, Commitment 9.4, We enable our people to conduct themselves professionally and according to our stated values.

Name of document/legislation	Location/hyperlink
ACFID Code of Conduct	https://acfid.asn.au/code-of-conduct/
Child Protection Policy	Interplast Key Documents
Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy	
Child Protection Code of conduct	
Equal Employment Opportunity & Anti-Discrimination Policy	
Human Resource Manual	

Section 7: Definitions

Word / Phrase	Definition
Personnel	<p>Personnel includes all employees, consultants, volunteers, Board Directors, Committee members, Working Group members and Ambassadors that are engaged by Interplast to perform the work of Interplast.</p> <p>Volunteers include both professional (e.g. administrative roles) and medical volunteers (e.g. surgeons, anaesthetists, nurses or allied therapists), students, interns, or any other person who has entered into a volunteer arrangement or agreement with Interplast.</p>
Observer	<p>Observers are individuals accompanying an Interplast program, delivered by volunteers in a partner country (e.g. representing a donor organisation or students on an observational placement). Observers do not have a clinical role but may assist the clinical team by completing tasks related to program delivery.</p>
Partner	<p>Partner includes organisations that work with Interplast to implement a joint project with mutually agreed outcomes, and/or with whom Interplast has a signed partnership agreement and/or memorandum of understanding.</p> <p>Partner organisations may or may not be recipients of funds through Interplast.</p>
Beneficiary	<p>Beneficiary 1) a patient receiving treatment through an Interplast activity (this may include a consult only, surgery, allied health treatment or other clinical care, and could be provided by an Interplast volunteer, or a local partner clinician during an Interplast activity), or 2) local partner personnel participating in training delivered by Interplast.</p>
Stakeholder	<p>Stakeholders include all personnel, observers, partners, beneficiaries and supporters, community members in the country where we work, funders, international development peers and organisations, or any other individuals or organisations that connect with Interplast.</p>