

HEALTH SERVICES UNION

Code of Conduct

Introduction

The Code of Conduct is an important framework that will ensure that the Branch, its members and staff contribute to the highest standards of conduct that will support the Vision and Values of the Branch.

The Branch is a rapidly expanding organisation and with the constant development it is important that we all understand our responsibilities and the responsibilities of others in all aspects of our conduct.

Coverage

The Code of Conduct will be inclusive of:

- All staff;
- Elected Officers;
- Branch Committee and Branch Council members;
- Workplace Sub Branch Officials;
- Workplace Delegates; and
- Conference Delegates.

1. Behave honestly and with integrity

The Branch has many different focuses and platforms. As the Branch continues to develop there are many issues of an industrial political social financial and governance nature that will at times have competing interests. It is incumbent on all people associated with the Branch that our behaviour is transparent, collaborative and open to scrutiny. Honesty and integrity are characteristics that underpins everything we do and must be above reproach at all times.

2. Act with care and diligence

All people associated with the Branch have an enormous responsibility to members, many of whom have daily struggles to achieve outcomes for themselves and their families. We must ensure that we perform at a level that will exploit every opportunity to enhance members working lives, we must also undertake our activities in a way that is compassionate and that the utmost care for any potential fragility of the membership.

3. Treat everyone with respect and courtesy

All people are entitled to be treated with respect and courtesy. Unions by their very nature can be volatile organisations. The fundamental objectives are based on a competition of ideas and debating points of views to settle on a collective viewpoint. Irrespective of how contentious an issue may be, every person is entitled to be heard and their contribution respected. Courtesy and respect of all people within the Branch contributes to dignity and inclusion and promotes wider involvement in the Branch.

4. Harassment and Discrimination and Violence

Every person has the right to live in a manner that is free of harassment and any form of discrimination. Bullying behaviour will not be accepted within the Branch. Harassment of a sexual nature is not accepted within the Branch. Harassment of any nature must not occur. Any discrimination relating to Race, Religion, Gender, LGBTIQ, political or social interest will not be accepted within the Branch. Violence or aggression whether physical or verbal will not be tolerated and must be disclosed.

5. Maintain appropriate confidentiality

The Branch is subject to documents, issues, and information of a sensitive nature and as such strict confidentiality must be maintained at all times. The Branch is also subject to legislation that requires privacy and confidentiality compliance. This compliance includes self-notification in the situation where a breach knowing or unknowingly has occurred. All people should be aware that engaging in gossip can be seen as engaging in the transmission of information whether accurate or not, may be seen as a breach of confidentiality.

6. Disclose and take reasonable steps to avoid any conflict of interest (real or apparent)

A conflict of interest can occur Industrially, Financially, Administratively, Politically and from a governance perspective. If there is a potential conflict of interest a person should seek advice prior to proceeding with the initiative. If there is a conflict of interest must be declared and the individual will remove themselves from the conflict. All persons associated with the Branch must not make improper use of inside information, power, or authority to gain, or seek to gain, a benefit or advantage for themselves or any other persons.

7. Use Branch resources in a proper manner

All Branch resources and assets are the property of the Branch and indeed funded by the membership. Branch resources can include stationary, IT equipment, uniforms, vehicles, and office equipment. All resources should be used in a manner that maximises the usefulness of the resource and respects the membership financial contribution to acquiring and maintaining the resource.

8. Provide accurate and substantial communication

All information provided to members and other organisations the Branch engages with must be accurate and supplied in a timeframe and format that promotes confidence and trust in the Branch.

9. At all times behave in a way that upholds the Branch's values and the integrity and good reputation of the Branch

The Branch has a high standing and profile within the community and with our peers. All behaviour and actions undertaken by Officers, staff and members must be exemplary in nature and reflective of the highest standards of the Branch.

10. Appearance and Representation

HSU Officers, Staff, Councillors and Delegates should present in a manner that reflects the highest standards of professional appearance and representation. Staff should be well attired and have a neat appearance. Vehicles must be well maintained and clean. If staff, officers, or councillors elect to socialise, smoke, or attend an entertainment venue they should not wear HSU Uniforms or HSU identifying clothing.

Relevant Legislation

This Code should be read in conjunction with other legislation:

- Anti-Discrimination Act (NSW) 1977
- Industrial Relations Act (NSW) 1996
- Privacy and Personal Information Protection Act (NSW) 1998
- Workers Compensation Act (NSW) 1987
- Work Health and Safety Act (NSW) 2011

Employees are expected to be aware of the policies, procedures and guidelines that apply to their work. This Code does not stand alone and must be read in conjunction with all Branch policy, procedures and guidelines.

Where a staff member suspects a breach of the Code may have occurred, they may seek advice from their Manager, Human Resources or the HSU Secretary.

Policy Version Control

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