

DOCUMENT MANAGEMENT

Version	Date	Submitted By	Position
1.0	March 2017	Donna Mowbray	Interim Operations Manager
Authorised By: ACIPC Board of Directors		Meeting Date: 3 March 2017	

REVISION HISTORY

Version	Date	Additions/Amendments	Author	Reviewed By

1. CODE OF CONDUCT

The Australasian College for Infection Prevention and Control (ACIPC) Board of Directors, Committees and other working and project group members are required to adhere to the ACIPC Code of Conduct. In signing the code of conduct members will behave ethically and with honesty and integrity always; and that the responsibilities listed below are fully demonstrated.

2. CONDUCT

It is expected that members will:

- Act ethically, with honesty and integrity, always in the best interests of the ACIPC
- Not make improper use of their position as a board director to gain advantage for themselves or for any other person
- Exercise due care, diligence and skill
- Take individual responsibility to contribute actively to all aspects of the board's role according to the board director duty statement
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures
- Make reasonable enquiries to remain properly informed
- Understand the financial, strategic and other implications of decisions
- Act in a financially responsible manner
- Understand financial reports, audit reports and other financial material that comes before the board
- Attend a minimum of 75% of Board and/or Committee meetings
- Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare
- Not harass, bully or discriminate against colleagues, members of the public and/or employees
- Contribute to a harmonious, safe and productive board environment/culture through professional workplace relationships

Communication and official information - it is expected that board directors will:

- Channel all communication between board and staff on business matters through the Chairperson of the Committee or Board and the CEO/Operations Manager as relevant
- Not disclose official information or documents acquired through membership of the board, other than as required by law or where agreed by decision of the board
- Not make any unauthorised public statements regarding the business of the ACIPC

- Support, adhere to and not contradict the formal decisions of the Board made in its meetings
- Respect the confidentiality and privacy of all information as it pertains to individuals
- Ensure information gained as a director is only applied to proper purposes

Conflicts of interest - it is expected that board directors will:

- Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest
- Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of the ACIPC
- Where conflicts of interest do arise, ensure they are managed in the public interest
- Ensure that they decline gifts or favours that may cast doubt on their ability to apply independent judgment as a board director

In addition, members commit to:

- Taking responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the Board

I, (name of person), a member of (name of Board, Committee or Working Group) agree to abide by the Code of Conduct as described above.

Signed:

Witness signature:

Name:

Date:

3. RELEVANT DOCUMENTS AND REFERENCES

Australian Institute of Company Directors, *Code of Conduct*, <http://www.companydirectors.com.au/NR/rdonlyres/C8ACDE02-166F-4E0C-9477-E0F7F80D970F/0/7CAICDCCodeofConductSeptember2005.pdf>

Ethics Resource Center: *Developing a Code of Conduct for a Corporate Board of Directors: A Roadmap*, <http://www.ethics.org/resource/developing-code-conduct-corporate-board-directors-roadmap>

Fishel, D, The Book of the Board, Federation Press, Sydney, NSW (2003; 3rd edn. 2014)

Jameson, E (Board Matters), Director Code of Conduct (Expectations of Directors)