



Code of Conduct

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1.0 INTRODUCTION

The purpose of this Code is to provide members of the AIOH with guidance on the standards of behaviours that are expected of them when they are participating in AIOH organized activities and when they are dealing with fellow AIOH members, non-members and AIOH staff.

This Code of Conduct complements the AIOH Code of Ethics which provides guidance and assistance to members to maintain the highest level of ethical behaviour and professionalism.

2.0 APPLICATION

It is expected that this Code of Conduct will be strictly observed by all AIOH members and employees at all times and by non - members when participating in AIOH organized activities, such as at meetings, seminars, courses and the annual conference. In addition, the Code of Conduct will also include when communicating by social media and emails.

3.0 RESPECT, FAIRNESS and PROFESSIONALISM

The AIOH is committed to maintaining and promoting a professional environment within which its members:

- will treat fellow members, non – members and AIOH staff with respect and dignity,
- will not bully or harass fellow members, non – members and AIOH staff.
See Appendix 1 for further details,
- will not discriminate against fellow members, non – members and AIOH staff see Appendix 1 for further details,
- will act with consideration, good judgement and high moral ideals in all interpersonal relationships.
- will demonstrate a high degree of personal responsibility and be accountable for their behaviour and actions at all times.

4.0 PRIVACY and CONFIDENTIALITY

Members and non-members involved in AIOH activities, will respect the absolute right of each individual to personal privacy at all times and maintain confidentiality in compliance with privacy legislation.

5.0 CONFLICT of INTEREST

If a member has a situation that might constitute or lead to a conflict of interest or might be perceived by a reasonable person in the community to be a conflict of interest, this information should be disclosed immediately to staff or the other members. Further guidance on the matter is detailed in the AIOH Conflict of Interest Policy

6.0 COMPLAINTS / GREIVANCE PROCEDURE

This Code of Conduct establishes the principles for all AIOH members to adhere to. It encourages trust and respect from its members, non-members and staff involved in its activities. However, it may not cover every issue that may arise.

The AIOH has therefore established a complaints/grievance procedure for members and non-members to follow should they experience or be a witness to a breach of this Code of Conduct. The AIOH will not tolerate frivolous or vexatious grievances. Frivolous or vexatious grievances may be considered to be misconduct and will be investigated and addressed as such.

APPENDIX 1

Bullying, harassment and discrimination

The AIOH recognizes bullying, harassment and discrimination as defined by workplace, human rights and discrimination legislation. The AIOH applies the intent of these definitions to all members, non-members, volunteers and AIOH staff.

Bullying

A member or staff is bullied, if a person or group of people repeatedly act unreasonable towards them and the behaviour results in a risk to health or safety. Unreasonable behaviour includes victimising, humiliating, intimidating or threatening. Bullying behaviour can range from obvious verbal or physical assault to subtle psychological abuse. It can include physical or verbal abuse.

Examples of bullying include:

- Behaving aggressively
- Teasing or practical jokes
- Pressuring someone to behave inappropriately
- Excluding someone from work-related events or
- Unreasonable work

What isn't bullying?

Reasonable management action that's carried out in a reasonable way is not bullying.

An employer or manager can:

- make decisions about poor performance
- take disciplinary action
- direct and control the way work is carried out.

Management action that isn't carried out in a reasonable way may be considered bullying.

Harassment

Under discrimination law, it is unlawful to treat a person less favourably on the basis of particular protected attributes such as a person's sex, race, disability or age. Treating a person less favourably can include harassing or bullying a person. The law also has specific provisions relating to sexual harassment, racial hatred and disability harassment.

Harassment can include behaviour such as:

- Insulting racial jokes
- Sending explicit or sexually suggesting texts
- Displaying racially offensive or pornographic posters
- Making derogatory comments or taunts about a person's disability or
- Asking intrusive questions about someone's personal life, including his or her sex

The law also has specific provisions relating to sexual harassment, racial hatred and disability. It is important to understand that, unlike bullying, a one-off incident can constitute harassment.

Discrimination

Discrimination occurs when an individual experiences adverse action because of a personal attribute.

The *Fair Work Act 2009* protect people from discrimination because of their:

- Race, including colour, nationality or ethnic origin or immigrant status
- Sex, pregnancy or marital status and breastfeeding
- Age
- Disability (physical or mental) or
- Sexual orientation, gender identity or intersex.

For more information about bullying, harassment and discrimination, see:

<https://www.fairwork.gov.au/employee-entitlements/bullying-and-harassment>

<https://humanrights.gov.au/our-work/employers/workplace-discrimination-harassment-and-bullying>