



ACT
Mental Health
Consumer Network

CODE OF CONDUCT

ACT Mental Health Consumer Network is the peak body for mental health consumers in the ACT. Run by consumers for consumers, our aim is to advocate for services and supports for mental health consumers which better enable them to live fuller, healthier and more valued lives in the community. We do this through advocacy, representation, lobbying and active involvement in new developments in the mental health sector, as well as in the wider health and community sectors.

The Network's Code of Conduct aims to provide a healthy environment in which all participants can feel safe and comfortable, and where the Network continues to be a strong, reputable voice for consumers. The Code applies to all Network workers, paid or unpaid, including Board members.

All workers are provided a copy of this Code, and it shall be displayed openly as appropriate. By accepting a role at the Network, workers agree to abide by the Code and understand that their continued position is bound to their responsibility for their own conduct. Any breach of this Code will be subject to disciplinary action which can include suspension and/or dismissal from a worker's roles and/or duties, consistent with the Feedback and Complaints Policy, Workplace Bullying and Harassment Policy and any other relevant documentation.

CONDUCT

Personal behaviour – it is expected that each worker will:

- act ethically, with honesty and integrity, in the Network's best interests at all times;
- take individual responsibility to contribute actively to all aspects of their role in accordance with statements provided to them regarding roles and responsibilities;
- attend all relevant meetings or provide apologies, as appropriate, prior to the meeting time;
- make decisions fairly, impartially and promptly, considering relevant information, legislation, policies and procedures as appropriate;
- treat others with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;
- not harass, bully or discriminate against others;
- contribute to a harmonious, safe and productive workplace culture through professional workplace relationships; and
- not make improper use of their position as a worker to gain advantage for themselves or for any other person.

Communication and official information – it is expected that each worker will:

- channel all communication between Board and workers on business matters through the Chair or the Chief Executive Officer (CEO), as appropriate;
- not disclose official information or documents acquired through their role/s at the Network, other than as required by law or where agreed by decision of the CEO or Board, as appropriate;
- not make any unauthorised public statements regarding the business of the Network;
- support, adhere to and not contradict the formal decisions of the Board made in its meetings or out of session; and
- respect the confidentiality and privacy of all information as it pertains to individuals.

Conflicts of interest – it is expected that each worker will:

- disclose any personal or business interests which may give rise to actual, potential or perceived conflicts of interest;
- ensure personal or financial interests do not conflict with their ability to perform official duties in an impartial manner;
- not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of the Network;
- declare and manage any conflict between their personal and public duties; and
- where conflicts of interest do arise, ensure they are managed in the public interest.

Use of public resources – it is expected that each worker will:

- act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material, as applicable;
- ensure the efficient use of publicly-funded resources including, but not limited to, office facilities and equipment, Cabcharge vouchers and business debit cards;
- Take responsibility for reporting improper conduct or misconduct that has been or may be occurring in the workplace, and reporting the details to the relevant people or agency/ies; and
- Take responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the Network.