

### Statement of Context and Purpose

The Academy of Child and Adolescent Health promotes the health and wellbeing of every newborn, child and young person in order that they may meet their maximum potential.

The purpose of this Code of Conduct is to outline the standards of conduct that are expected of all ACAH Members, Board Directors, and employees in fulfilling the above mission statement.

This Code of Conduct is intended to provide a guidance framework only, and is not an exhaustive list of the required standards. Whilst The Code specifies the behaviours expected of directors, employees and members, it should be read in conjunction with any professional code of conduct that is relevant to the profession of the individual.

### Definitions

The following definitions apply unless the context requires otherwise.

“ACAHA”	Means the Academy of Child and Adolescent Health
“The Academy”	Means the Academy of Child and Adolescent Health
“Board”	Means the Board of Directors of the Academy
“Code”	Means this Code of Conduct
“Director”	Means any person appointed as a director of ACAHA
“Employee”	Means any person employed by the Academy
“Member”	Has the same meaning applied in the Academy’s constitution

### Professional Behaviour

ACAHA Directors, Members and employees are required to undertake their duties in a professional, responsible and ethical manner and to act in the best interests of the ACAHA. They are expected to act professionally and honestly when performing their duties.

Directors, Employees and Members should not engage in behaviour that could bring the ACAHA into disrepute.

Directors, Employees and Members must:

- (a) act honestly;
- (b) treat all other persons fairly and with dignity, courtesy and respect;
- (c) not use offensive language or behaviour;
- (d) foster good relations amongst each other and with stakeholders;
- (e) not engage in any form of unlawful discrimination.
- (f) not engage in any form of bullying or harassment or physical or verbal conduct, which a reasonable person would deem to be unwelcome, offensive, humiliating, or intimidating.
- (g) not ignore actual or perceived behaviour that may be in breach of this Code of Conduct, but to act in good faith to overtly identify and report any such behaviour.
- (h) support colleagues who identify and report, in good faith, such behaviours; and
- (i) address complaints against other Directors, employees or members appropriately through established channels.

### **Conflicts of Interest**

ACAH Directors, employees and members need to be aware of, and seek to avoid, any actual, potential or perceived conflicts of interest in all their dealings with internal and external parties.

They are not to use their power to provide a private benefit to themselves, their family, friends or associates, and family and other personal relationships should not influence their decisions.

They should avoid accepting, soliciting or encouraging gifts or benefits by any third party.

### **Confidentiality of Information**

Directors and Employees from time to time may be privy to confidential information about Members or other stakeholder groups. All are required to respect others' rights to privacy and must maintain the integrity, confidentiality and privacy of any such information.

Accessing, collecting or disclosing confidential information is only allowed where that disclosure is authorised by an appropriate officer or required by law.

These obligations of confidentiality continue after Directors, Employees and Members retire from or otherwise leave the Academy, but shall cease to apply to confidential information that may come into the public domain (other than through wrongful disclosure).

### **Protection and proper use of ACAH assets**

Directors and Members must use reasonable endeavours to protect the assets and resources of the ACAH and to ensure their efficient use for legitimate ACAH purposes. Any suspected (on reasonable grounds) instances of fraud or theft should also be reported immediately.

ACAH assets should be directed towards advancing the mission statement, and the operational capabilities of The Academy.

### **Review/Amendment of this Code**

The Board shall review this Code every three years, or such other period as it determines, and approve any amendments deemed necessary.

Recommendations for any amendment to this Code may be submitted to the Board via the Company Secretary of the Academy.