

<b>Portfolio</b>	<b>People and Culture</b>	<b>Ref. No.</b>	<b>POL-5531</b>
<b>Department</b>	<b>People and Culture</b>		
<b>Title</b>	<b>Workforce Conduct</b>		

## 1. PURPOSE AND SCOPE

This Royal Australasian College of Surgeons (RACS) is committed to attaining the highest levels of conduct and professional behaviour. This RACS Workforce Conduct Policy (Conduct Policy) outlines the professional behaviour expected of all people involved in conducting RACS business within Australia, New Zealand and as well as our Global Health programs in off-shore locations.

This Conduct Policy, together with RACS policies and procedures, and terms and conditions (outlined in staff employment contracts, consultancy and contractor contracts and Volunteer Terms and Conditions) provide a framework that articulates expected behavioural standards and supports RACS in implementing, monitoring and enforcing these behavioural standards.

This Conduct Policy is binding on all **RACS people** including:

- employees;
- surgeons performing RACS business whether in a paid or unpaid capacity;
- contractors/consultants;
- program volunteers;
- sub-contractors involved in program delivery; and
- Council and committee members

## 2. BODY OF POLICY

### OUR VALUES

Within RACS we have a set of ground rules which detail the behaviours we seek to demonstrate under each of our core RACS values, and these are outlined in **Figure A**. These ground rules have been defined by staff and form the foundation of our organisational culture. They guide RACS peoples' behaviour, relationships, ways of working and decision-making.

**Figure A: RACS Values**



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<b>Values and supporting ground rules:</b>	
<b>Service</b>	We support each other to provide the best service. We follow through with what we say we're going to do. We strive to provide excellent member and internal service.
<b>Integrity</b>	We take ownership and are accountable for our actions. We treat everyone fairly and equally. We respect and invite other people's opinions and listen to them.
<b>Respect</b>	We respect all differences. Everyone's input is equally valuable. We resolve issues directly and respectfully.
<b>Compassion</b>	We help each other willingly and sincerely. We are mindful of our colleagues and their wellbeing. People listen to the concerns of others.
<b>Collaboration</b>	We recognise we are all one team. We thank and recognise people for their contributions. We communicate face to face or over the phone to reduce emails.

## 2.1. PROFESSIONAL BEHAVIOUR

At RACS we uphold the highest professional standards and actively live our values. In doing so we express our commitment to an organisation where employees and all contributors feel valued, respected and recognised for their contribution. RACS will address any behaviour that falls short of these standards.

## 2.2. WORKING WITH RESPECT

In acknowledging that unacceptable behaviours adversely affects our colleagues, as well as patients, RACS is committed to building a culture of respect in surgical and non-surgical workplaces. All RACS people (defined in the Scope section of this document) are equally responsible for maintaining this commitment.

All RACS people covered by this Conduct Policy and RACS clients, suppliers, program partners, visitors and other stakeholders will be treated in a way that is respectful and lawful to ensure behaviour is in line with all Federal and State laws that prohibit bullying, discrimination and sexual harassment. RACS will take appropriate action to address any instances of unacceptable behaviours.

## 2.3. VALUING DIVERSITY & EQUAL OPPORTUNITIES

RACS values diversity and is committed to providing equal opportunities to all irrespective of a person's sex, marital status, religious belief, colour, race, national extraction, social origin, breastfeeding, gender identity, physical or mental disability, age, pregnancy, political opinion, intersex status, family or carer's responsibilities, being affected by family violence, involvement in union activities or sexual orientation. RACS is committed to providing equal opportunity in respect of all employment policies, procedures and processes throughout the employment relationship with all RACS staff members, contractors, sub-contractors and volunteers. RACS will address any behaviour that falls short of the required standards.

## 2.4. HEALTH IN THE WORKPLACE

RACS values the health of all people and asks everyone when conducting RACS business to take reasonable care for their own health, safety and wellbeing as well as the health, safety and wellbeing of others.

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RACS expects all employees and other contributors to the College to exercise a responsible approach towards the consumption of any substance that may impair their mental or physical capacity. In regards to illicit drugs, RACS has a zero-tolerance position.

RACS has a Responsible Approach to Alcohol Policy that outlines guiding principles and the organisation's duty of care for the health and safety of its staff. It is critical that all RACS people comply with the requirements in the Responsible Approach to Alcohol Policy to ensure that RACS can eliminate or reduce the risks associated with the use of alcohol in the workplace.

All RACS sites are no smoking areas.

### 2.5. CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

RACS owns all confidential information and intellectual property. All RACS people covered by this Conduct Policy are expected to use confidential information and intellectual property only in relation to RACS related business. This information should not be disclosed to any third party.

## 3. GLOBAL HEALTH

RACS is privileged to work with communities and health systems overseas. This Conduct Policy is an essential component of our commitment and accountability to the national Ministries of Health, program and local partners, communities and donors that we collaborate with across the Asia-Pacific region. As part of our commitment to RACS we aim to protect the organisation's integrity and good standing in the communities where we work. RACS aims to ensure quality Global Health programs that impact positively on the lives of participants and their communities and 'do no harm'.

### 3.1. RACS WORKFORCE CONDUCT CHARTER

All RACS people covered by this Conduct Policy are required to sign a RACS Conduct Charter to acknowledge their understanding of, and agreement to, adhere to the behavioural standards outlined in this Conduct Policy (APPENDIX 1).

### 3.2. BREACH OF OUR POLICY

All RACS people have a responsibility to act consistently with the standards and expectations set out in the Conduct Policy. Failure to comply with these standards and expectations may result in disciplinary action, including suspension of or reduced duties where actions need to be investigated. Breaches of the Policy that are substantiated and regarded as gross misconduct will result in possible termination of your employment or ability to volunteer with RACS Global Health programs.

### 3.3. REPORTING A BREACH OF OUR POLICY

If you suspect that a breach of the Policy has occurred, you are strongly encouraged to raise your concerns informally in the first instance with your immediate Manager, any member of the Executive Team or Chief Executive Officer.

## 4. COMMUNICATION

This policy is communicated to new employees through the induction process and shall be periodically communicated to all employees as updates or changes are made.

## RELATED POLICIES

Occupational Health and Safety Policy  
 Inappropriate Behaviour Policy (to be revised)  
 Discipline for Unsatisfactory Performance Policy (to be revised)  
 Fraud and Corruption Prevention Policy

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**POLICY**

ROYAL AUSTRALASIAN COLLEGE OF SURGEONS

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Ethical Stories and Images Policy  
Child Safeguarding Policy  
Complaints Handling Policy  
Conflict of Interest Policy  
Counter-Terrorism Financing and Anti Money Laundering Policy  
Prevention of Sexual Exploitation Abuse and Harassment Policy  
Whistleblower Policy  
Social Media Policy  
Media Policy  
Grievance Policy and Procedure Australia  
Grievance Policy and Procedure Aotearoa New Zealand  
Equal Opportunity and Acceptable Workplace Behaviour Policy  
Responsible Approach to Alcohol Policy

**Approver** CEO  
**Authoriser** Council

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## APPENDIX ONE

## RACS WORKFORCE CONDUCT CHARTER

1. I will uphold the integrity and good reputation of RACS by ensuring that my professional and personal conduct is consistent with RACS values, policies and procedures and this Conduct Policy.
2. I will be accountable for the professional and personal actions I take and ensure that I effectively manage the power and responsibility that comes with my RACS role.
3. I understand that social media is a valuable and highly visible means for communicating and staying in touch with family and friends. I acknowledge the boundary between what I am posting as an individual opinion and what is that of a staff member, volunteer or other person connected with RACS. I will never speak on behalf of RACS without approval in accordance with the RACS Social Media Policy.
4. I will contribute to preventing all forms of criminal or unethical activities.
5. I will inform RACS of any relevant criminal convictions or charges I have had prior to my work with RACS where RACS may have a legitimate interest.
6. I will not work under the influence of alcohol or use, or be in possession of, illegal substances on RACS or partner premises, vehicles or accommodation.
7. I will comply with any lawful and reasonable direction given by someone in RACS who has the authority to give the direction. I will respect the role and decisions of managers, the CEO and RACS Council.
8. I will treat all people with respect and dignity and challenge any form of harassment, discrimination, intimidation, exploitation or abuse.
9. I will respect all people's rights, and I will contribute to a working environment characterised by mutual respect, integrity, dignity and non-discrimination.
10. I will use my best endeavours to report any such behaviours or Reportable Conduct in the workplace to RACS line management or through recognised confidential reporting systems.
11. I will perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of RACS.
12. I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of RACS (e.g. contract for goods/services, employment or promotion within RACS or partner organisations).
13. I will protect the health, safety, security and welfare of all RACS people and partners.
14. I will avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations, and community members/patients.
15. I will undertake and act on appropriate risk assessments.
16. I will be responsible for the use of information, equipment, money and resources to which I have access by reason of my work with RACS
17. I will show reasonable care and only use RACS property, resources, or funds for authorised purposes.
18. I will use my discretion when handling sensitive or confidential information.

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19. I will seek authorisation before communicating externally in RACS's name and will avoid any unintended detrimental repercussions for me or RACS. I will adhere at all times to RACS Media Policy.
20. I understand that the content of any e-mail sent or received using RACS systems and equipment are the property of RACS and that RACS reserves the right to access employee and volunteer work accounts.

**In addition to the points above, all employees, contractors, sub-contractors and volunteers working with RACS Global Health agree to the following:**

21. I will promote partner rights, voice and priorities, protect the environment and avoid welfare, evangelical and partisan approaches in line with the RACS Global Health Development and Non-Development Policy.
22. I will ensure that my conduct is consistent with local partner-centred approaches to which all Global Health programs subscribe and that all programs that I am involved with are informed by local needs and priorities. I will therefore not put my own ideas and priorities ahead of the needs and priorities of those that I exist to support. I will avoid all forms of perceived 'colonialism'.
23. I will use my best endeavours to protect the natural environment and work in a sustainable way.
24. Whilst observing the requirements of the Policy, I will also be sensitive to, and respectful of, local customs and culture, even if the norms and values in that cultural context differ from the Policy. I will, if necessary, seek support and advice from RACS Global Health line management on these matters.
25. I will also notify RACS if I face any criminal charges during my work on Global Health program that may impede my ability to perform the duties of my position subject to national legislation.
26. I will be mindful that RACS and its people hold a privileged position of power and trust in relation to partners and the communities throughout the Asia-Pacific that the Global Health program exists to serve and support.
27. I will be sensitive to differences in power in my relationships with local partners and individuals benefitting from Global Health programs and will not abuse my position of power and trust.
28. I will not have sexual relations with children (defined as under 18 years old) or with partners and individuals benefitting from Global Health program (in exchange for assistance or any other reason) recognising the inherent unequal power dynamics involved, and that such behaviours can undermine the integrity and credibility of RACS' work.
29. I will not exchange money, offers of employment, employment, goods or services for sex or sexual favours, engage in fraternisation, the use of child or adult pornography, or any other forms of humiliating, degrading or exploitative behaviour, understanding that these standards exist to challenge sexually exploitative and abusive behaviour.
30. I will collect, store and use information and images from patients and local partners in a manner that respects their dignity, values, history, religions, language and culture, and is authentic to the context, person and terms of consent given. I will ensure that I adhere to the RACS Global Health Ethical Stories and Images Policy and Privacy of Personal Information Policy.

**POLICY**

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- 31. I will only communicate or use information and images that I collect from patients, partners and others, including children, when I have obtained and documented their free, prior and informed consent to do so or in the case of children, their guardian.
- 32. I will adhere to the Child Safeguarding Code of Conduct and ensure that children are represented in a dignified and respectful manner (i.e. adequately clothed and depicted in a manner which is not vulnerable, submissive or sexually suggestive) in all photographs, films, videos and other digital images that I take.
- 33. I will avoid proselytising and will be sensitive to and respectful of the religious and cultural beliefs and observances of those with whom I work.
- 34. I will be mindful that when I engage in political activity I do so in a personal capacity and that my views and actions are not linked in any way to my work with RACS. I understand that RACS is committed to be a non-partisan organisation that is not aligned with any political party in Australia or New Zealand nor within countries in which it operates and that this neutrality must be maintained.
- 35. When working with RACS, I will work solely for the benefit of RACS and the partner organisations and individuals that benefit from RACS Global Health programs, and not for my personal gain, nor the personal gain of any friends and family members.
- 36. I will act against any form of fraud or corruption and not offer, promise, give or accept any bribes.
- 37. I will disclose, or decline any gifts, that may be perceived to impact integrity.
- 38. I will comply with local security management guidelines.
- 39. I will use best endeavours to demonstrate that RACS or RACS's partners are not associated with terrorism or provide support to any individuals of organisations associated with terrorism, which may be demonstrated through the implementation of appropriate risk and financial management controls.
- 40. I will appropriately account for all RACS money and property including vehicles, office equipment, medical equipment, RACS-provided accommodation, computers including the use of internet, e-mail and intranet. I will treat RACS property with due care and ensure it is secured against damage, theft and misuse.
- 41. I will not download material that is inappropriate including using the internet or e-mail to access or distribute material which would be regarded as being offensive or constituting the use of these for menace or harassment. Accessing adult or child pornography using RACS equipment or when you are on duty is strictly forbidden and will lead to disciplinary action including termination of employment or ability to volunteer on Global Health programs.

**COMMITMENT TO LIVING OUR CODE**

I commit to adhere to the RACS Workforce Conduct Policy.

I have read and understood the Code and will uphold it to the best of my ability.

I understand that I may be periodically asked to recommit to this Policy as a component of RACS compliance arrangements.

Name.....

Signature.....

Date.....

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