

# **CODE OF CONDUCT FOR BOARD MEMBERS**

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**Violet Town Bush Nursing Centre Incorporated**

**Board of Management**

## **CODE OF CONDUCT FOR BOARD MEMBERS**

**2014**

### **Vision**

To be a leader in sustainable solutions for aged and primary healthcare in regional communities.

### **Mission**

Caring for our communities through innovative quality health and wellbeing programs that are financially viable and meet the community's needs.

### **Our Values**

Violet Town Bush Nursing Centre has a commitment to:

- Compassion
- Respect
- Accountability
- Honesty
- Enjoyment
- Inclusion

### **Our Objectives**

1. To facilitate high quality person centred care through a continuous improvement approach for Aged, Primary and Community health services.
2. To provide access to responsive services based on community needs in all catchments
3. To create sustainable income streams through the provision of relevant services and appropriate capital investment
4. Maintain robust Corporate and Clinical management structures to ensure the long term sustainability of the organisation
5. To be innovative and work in partnership with other organisation's in our various markets that support our vision and mission.
6. Ensure direct links to all the communities we operate within are maintained and fostered.
7. All Staff and Volunteers professionally and personally grow from their experience with the organisation

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## **Conduct**

### **Personal Behaviour – it is expected that board members will:**

- Act ethically, with honesty and integrity, in the best interests of Violet Town Bush Nursing Centre Incorporated at all times;
- Take individual responsibility to contribute actively to all aspects of the board's role according to the board member duty statement;
- Attend a minimum of 75% of board meetings;
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- 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; and
- Not make improper use of our position as board members to gain advantage for ourselves or for any other person.

### **Communication and official information – it is expected that board members will:**

- Channel all communication between board and staff on business matters through the Chairperson and the CEO;
- 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 Violet Town Bush Nursing Centre Incorporated;
- 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.

### **Conflicts of interest – it is expected that board members will:**

- Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest;
- Ensure personal or financial interests do not conflict with our 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 Violet Town Bush Nursing Centre Incorporated;
- Manage and declare any conflict between our personal and public duty; and
- Where conflicts of interest do arise, ensure we managed it in the public interest.

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### **Use of public resources – it is expected that board members will:**

- Act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material that comes before the board; and
- Ensure the efficient use of resources, including office facilities and equipment vehicles, cab charge vouchers, corporate credit cards.

### **In addition, Board members commit to:**

- Taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace, reporting the details to the relevant people or agency; and
- Taking responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the board of Violet Town Bush Nursing Centre Incorporated.

## **CODE OF CONDUCT FOR BOARD MEMBERS**

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In providing my signature I am agreeing to all the conditions within this document:

Signed: \_\_\_\_\_ Date:

Patrick Glynn – Chairman

Signed: \_\_\_\_\_ Date:

Nicholas Palmer – Senior Vice President

Signed: \_\_\_\_\_ Date:

Fay Whitewood – Junior Vice President

Signed: \_\_\_\_\_ Date:

Robin Machin – Elected Board Member

Signed: \_\_\_\_\_ Date:

John Hawkes – Elected Board Member

Signed: \_\_\_\_\_ Date:

Howard Myers – Elected Board Member

Signed: \_\_\_\_\_ Date:

Kerry Wilson – Elected Board Member

Signed: \_\_\_\_\_ Date:

Stuart Outhred – Elected Board Member

**DATE: May 2014**