

BOARD, BOARD COMMITTEE AND WORKING GROUP CODE OF CONDUCT

Your Side Australia Ltd (Your Side) is an incorporated, not for profit organisation focussed on enriching the lives of the people we support, with services that enhance their health and wellness.

The Board is responsible for leading and governing the organisation in line with its purpose. The Board's work is supported in specific areas by Board Committees and Working Groups, whose members may include external appointees.

Personal behaviour – it is expected that Board, committee and working group members will:

- act ethically, with honesty and integrity, in the best interests of Your Side at all times;
- take individual responsibility to contribute actively to all aspects of the role of the Board and Board committees;
- 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;
- act with respect for individual rights to freedom of expression, self-determination, and decision making in accordance with relevant laws and conventions, such as the NDIS Act (2013) and Aged Care Bill (2022);
- 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 their position as Board, committee or working group members to gain advantage for themselves or for any other person;
- promote and support the application of Your Side's values.

Communication and official information – it is expected that Board, committee and working group members will:

- respect the role and responsibilities of the Board, Committee and Working Group Chairs and CEO in communication with staff on business matters;
- not disclose information or documents, including information pertaining to people with disability or older people, acquired through membership of the Board or committee or working group, other than as required by law or where agreed by decision of the Board;
- not make any unauthorised public statements regarding the business of Your Side;
- 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, committee and working group members will:

- comply with the Conflicts of Interest policy;
- 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 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 Your Side;
- manage and declare any conflict between their personal interests and their duty to Your Side; and
- where conflicts of interest do arise, ensure they are managed in the interest of Your Side.

Use of resources – it is expected that Board, committee and working group 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;
- provide supports and services in a safe and competent manner with care and skill; and
- use resources efficiently, including staff, office facilities and equipment.

In addition, Board, committee and working group members commit to:

- take all reasonable steps to raise and act on concerns about matters that might have an impact on the quality and safety of supports and services delivered by Your Side;
- take reasonable steps to prevent and respond to all forms of violence, exploitation, neglect, and abuse of people with disability, people living with mental illness, or older people;
- 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 Your Side.

I have read, understood and accept that I am bound by,

- This Code of Conduct
- [The Code of Conduct for Aged Care](#)
- [The NDIS Code of Conduct](#)

Printed Name	
Signature	
Date	