

CONTENTS

Document history 1

Purpose 2

Guiding principles 2

Responsibilities 2

Policy 3

 Scope 3

 The Code 3

 Conduct and Behaviour 3

 Respect for Others 3

 Proper Use of Position and Resources 3

 Confidential Information 3

 Compliance and Breaches 3

 How to report a breach or grievance 4

 Accessibility of the Policy 4

 Related Policies and Documents 4

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Thoracic Oncology Group Australasia

CODE OF CONDUCT

PURPOSE

The purpose of this policy is to:

- Outline the expectation that everyone in TOGA is required to uphold the highest standards of professional and personal conduct, treating all members of our community with fairness, dignity, and respect.
- Provide guidance on expected conduct in all TOGA-related activities and interactions, including those with non-TOGA members, ensuring compliance with TOGA policies, procedures, and values of Courage, Integrity, Equity, Collaboration, Creativity & Innovation.

GUIDING PRINCIPLES

Integrity: Uphold honesty, transparency, and ethical behaviour in all interactions and transactions.

Respect: Treat all individuals with dignity, fairness, and consideration, regardless of differences.

Accountability: Take responsibility for actions, decisions, and their consequences, ensuring alignment with organisational values and goals.

Professionalism: Maintain professionalism in conduct, communication, and relationships, fostering a positive and inclusive work environment.

Compliance: Adhere to all relevant laws, regulations, policies, and standards, both internally and externally.

Confidentiality: Safeguard sensitive information and respect privacy rights, maintaining confidentiality as required by law and organisational policies.

Collaboration: Foster a culture of teamwork, cooperation, and mutual support, valuing diverse perspectives and contributions.

Continuous Improvement: Strive for personal and organisational growth through feedback, learning, and adaptation to enhance effectiveness and impact.

Equity and Inclusion: Promote equity, diversity, and inclusion, ensuring equal opportunities and fair treatment for all members of the community.

Safety and Well-being: Prioritise the physical and emotional safety, health, and well-being of all individuals associated with the organisation.

RESPONSIBILITIES

Executive Officer or Deputy Chair of Directors

- Receive grievances and reports of breach to the Code of Conduct
- Report to Company Secretary or Chair
- Facilitate execution of Remedial Plan (TOGA Executive Officer only)
- Maintain declared gifts register

TOGA Chair or Company Secretary

- Assess whether a report requires an investigation or other remedial action



Thoracic Oncology Group Australasia

CODE OF CONDUCT

- Design a plan for remedial action. The TOGA Executive Officer can be engaged to facilitate execution of any Remedial Plan.

POLICY

Scope

- This policy applies to all TOGA Board Directors, members, volunteers, staff and attendees at TOGA events and activities.

The Code

Conduct and Behaviour

- Uphold integrity, professionalism, and positive working relationships.
- Show respect for TOGA office holders and employees and their delegated responsibilities.
- To not act counter to the interests of TOGA.
- Volunteers are not obligated to work at specific times, but if you commit to doing something and are unable to, ensure that TOGA is made aware as soon as possible. TOGA can be made aware of your inability to fulfil your commitment via the TOGA Executive Officer, or through the info@thoraciconcology.org.au email address

Respect for Others

- Be honest and treat others with fairness, dignity, and kindness, and without prejudice or discrimination.
- Avoid language or actions that may offend or discriminate against others.
- Report any breaches of conduct and support colleagues who do the same.

Proper Use of Position and Resources

- Use TOGA's position and resources responsibly, always prioritising the organisation's best interests.
- Manage conflicts of interest transparently and ethically and in accordance with TOGA's policy.
- Ensure that you are aware of and comply with the charity's policies.
- Undertake any necessary training for your role.
- Any gift above the value of \$300 must be declared by notifying to TOGA Executive Officer

Confidential Information

- Safeguard the confidentiality of non-public information.
- Respect everyone's right to personal privacy and ensure that any personal information is kept secure and not disclosed.

Compliance and Breaches

- Every member and person interacting with TOGA is expected to adhere to this Code.
- Breaches will result in supportive counselling, disciplinary action, or termination, following TOGA's policies and procedures.
- Certain breaches may also be subject to punishment under relevant legislation.



Thoracic Oncology Group Australasia

CODE OF CONDUCT

How to report a breach or grievance

- Conduct that appears not to comply with the TOGA Code of Conduct is best reported as soon as practicable
- Reports can be made to:
 - TOGA Executive Officer
 - TOGA Deputy Chair
- Any nominated individual that receives a report should refer it to the TOGA Chair, Board of Directors, or TOGA Company Secretary.
- On receipt of a report, the TOGA Executive Officer or Deputy Chair will notify the reporting party that the report has been received and to confirm details of the concern.
- Depending on the nature and severity of the allegations, the TOGA Chair or Company Secretary may commence an investigation into the reported conduct, or counsel the individuals involved.
- A person named in the report will be given the opportunity to respond to the issues.
- All individuals must co-operate fully with any action under this Code of Conduct.
- TOGA will keep the reporting party informed regarding any actions as far as is reasonably possible, and subject to privacy and confidentiality considerations. The Reporting Party will be informed when the investigation is concluded.
- All findings of the investigation will be documented, with care taken to remove identifiers as appropriate, and confidentiality of records maintained.

Accessibility of the Policy

This Policy will be made available to Personnel upon the start of their employment or engagement with TOGA, and will be placed on the TOGA website.

Related Policies and Documents

TOGA Constitution

TOGA Whistleblower Policy

TOGA Privacy Policy