

The Transplant Network Incorporated Code of Conduct

1 Purpose

1.1.1 To assist The Transplant Network Incorporated maintain a harmonious and ethical operating environment, which upholds The Transplant Network Incorporated Vision and Values.

1.1.2 The Code of Conduct sets out the basic principles and rules that all members of the The Transplant Network Incorporated team must follow in the performance of their duties.

1.1.3 The Transplant Network Incorporated may amend or vary this Code of Conduct, in its absolute discretion, from time to time.

2 Scope

2.1.1 The Code of Conduct applies to all representatives of The Transplant Network Incorporated team comprising members of the management committee (or Board), association members, volunteers, contractors and consultants (herein referred to as “Representatives”) of The Transplant Network Incorporated.

3 Guiding Principle

All Representatives of The Transplant Network Incorporated are expected to behave in ways that are aligned with our Values.

3.1 Our Values

3.1.1 In conducting our efforts to support transplant patients and their families we are guided by the The Transplant Network Incorporated Values:

- Compassion – for everyone impacted by the transplant journey
- Respect – for everyone’s individual story
- Diversity – acknowledging that everyone is different and has a unique story to share
- Hope – recognising the power and importance of hope for those with life-threatening illness

4 Policy

4.1.1 The Code of Conduct outlines the required standard of acceptable conduct and behaviour that we expect of all The Transplant Network Incorporated Representatives in the performance of your duties no matter where you are performing your duties.

4.1.2 The Code of Conduct and the behaviours outlined within it are fundamental to The Transplant Network Incorporated building healthy, positive, and respectful relationships with our stakeholders. The Code of Conduct also governs the way in which all The Transplant Network Incorporated representatives are expected to relate to one another, external professionals, clients, visitors, and all stakeholders.

4.1.3 The Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of association duties. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of Representative duties.

5 Responsibilities

5.1 All The Transplant Network Incorporated Representatives

5.1.1 General Responsibilities

- Be aware of, and comply with, the Code of Conduct.
- Report behaviour that may be contrary to the Code of Conduct and required standards of behaviour.
- Comply with mandatory reporting requirements, including but not limited to, mandatory reports of domestic and family violence, reportable incidents involving children and vulnerable people or other regulatory requirements.
- Keep all records, documents and communications accurate, truthful, and up to date.
- Inform yourself and comply with all The Transplant Network Incorporated's policies and procedures relevant to your position

5.1.2 Personal & Professional Behaviour

- Uphold the highest standards of honesty, integrity, and transparency in the Code of Conduct page
- Treat others with respect, dignity, fairness, and courtesy.
- Exercise best judgment in the interests of The Transplant Network Incorporated and our stakeholders.
- Make decisions ethically, fairly and without bias, using the best information available.
- Never act in a discriminatory, harassing, or violent way towards others.
- Never use your position to gain an advantage over or exploit the vulnerability of others.
- Avoid putting yourself or The Transplant Network Incorporated in a real or perceived conflict of interest.
- Conduct all association activities in a responsible manner, consistent with ethical obligations of stewardship and in accordance with all applicable laws, policies, and procedures.
- Always strive for the highest health, safety and environmental standards in all facilities, sites, and work areas.
- Use information technology, including internet and email, in a professional and appropriate manner.
- Never participate in, or assist others to participate in, any illegal and/or criminal activities.
- Comply with any legislative, industrial, or administrative requirements, and all lawful and reasonable directions given by persons in authority.
- Act responsibly in the event of becoming aware of any unethical behaviour or wrongdoing by any other member of the The Transplant Network Incorporated's team and report such conduct or activities to the appropriate level of management.

5.1.3 Use of The Transplant Network Incorporated's resources

- Use The Transplant Network Incorporated's equipment, funds, facilities and other resources effectively, economically and carefully and for the benefit of The Transplant Network Incorporated.

5.1.4 Public comment

- Ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of The Transplant Network Incorporated. In this regard, the use of official stationery, email addresses, text messages or any other electronic identifiers is not permitted for private correspondence or for purposes not related to official Transplant Network Incorporated duties.

5.1.5 Use of information

- Collect, use, and disclose confidential information only in accordance with The Transplant Network Incorporated’s policy and applicable privacy laws.
- Protect confidential information.
- Only access confidential information when it is required for association purposes.
- Not use confidential information for any unofficial or non-association purposes.
- Only release confidential information if authorised to do so.
- Confidential information is information obtained or developed in the course of the conduct of The Transplant Network Incorporated’s activities and which if disclosed will or could lead to risk, damage or injury to The Transplant Network Incorporated, The Transplant Network Incorporated representative, stakeholders or third parties.

6 Conflicts of Interest

The Code of Conduct is to be read in conjunction with the following policies:

- Conflict of Interest Policy
- Safeguarding Policy

7 Responsibilities after Leaving The Transplant Network Incorporated

7.1.1 People who leave The Transplant Network Incorporated must:

- Not disclose any official information after leaving The Transplant Network Incorporated that was non-disclosable during their engagement.
- Ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of The Transplant Network Incorporated.
- Not use official stationery, email addresses, text messages or any other electronic identifiers of The Transplant Network Incorporated for any purpose.

7.1.2 The Transplant Network Incorporated Representatives must be careful in dealings with former association members and not give them favourable treatment or access to personal, confidential, or official The Transplant Network Incorporated information.

7.1.3 The Transplant Network Incorporated Representatives must not use their position to advance personal prospects for future employment, or allow association duties to be influenced by plans for, or offers of, external employment which would conflict or compromise in any way the best interests of The Transplant Network Incorporated

8 Failure to Comply with the Code of Conduct

8.1.1 The Transplant Network Incorporated Representatives may be subject to disciplinary action, up to and including termination of association membership, where it is established that you have breached the Code of Conduct.

9 Authority

9.1.1 This Policy has been authorised by The Transplant Network Incorporated’s management committee (or Board).

9.1.2 The Transplant Network Incorporated may amend or vary this Code of Conduct, in its absolute discretion, from time to time.