

The Transplant Network Incorporated ABN 58 231 065 432 (“Organisation”)

Code of Conduct

1. Purpose

1.1 The Purpose of this Code of Conduct is to:

- 1.1.1 assist the Organisation to maintain a harmonious and ethical operating environment, which upholds the Organisation’s vision and values;
 - 1.1.2 set out the principles and rules that all members of the Organisation must follow in the performance of their duties; and
 - 1.1.3 demonstrate that the Organisation is committed to complying with all applicable laws and regulations, and to acting ethically and responsibly in its dealings with stakeholders.
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2. Scope

The Code of Conduct applies to all representatives of the Organisation, including members of the management committee (**Committee**), association members, volunteers, contractors and consultants (each, a **Representative**).

3. Guiding Principles

- 3.1 All Representatives of the Organisation are expected to behave in ways that are aligned with our values.
 - 3.2 In conducting our efforts to support transplant patients and their families we are guided by the Organisation’s values, which are:
 - 3.2.1 Compassion – for everyone impacted by the transplant journey;
 - 3.2.2 Respect – for everyone’s individual story;
 - 3.2.3 Diversity – acknowledging that everyone is different and has a unique story to share; and
 - 3.2.4 Hope – recognising the power and importance of hope for those with a life-threatening illness.
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4. Policy

- 4.1 This Code of Conduct outlines the required standard of acceptable conduct and behaviour that we expect of all Representatives in the performance of their duties.
- 4.2 This Code of Conduct and the behaviours outlined within it are fundamental to the Organisation building healthy, positive, and respectful relationships with our stakeholders.

This Code of Conduct also governs the way in which all Representatives are expected to relate to one another, external professionals, clients, visitors, and all stakeholders.

- 4.3 This Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of a Representative's duties. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of a Representative's duties. Where a particular matter or circumstance arises that is not covered by this Code of Conduct, Representatives must conduct themselves with empathy, apply commonsense, act in the best interests of the Organisation and speak with the Committee if they have any doubt as to how they should conduct themselves.

5. Responsibilities

5.1 General Responsibilities

All Representatives of the Organisation must:

- 5.1.1 be aware of, and comply with, the Code of Conduct;
- 5.1.2 report behaviour that may be an actual or suspected violation of the Code of Conduct and required standards of behaviour to the Committee;
- 5.1.3 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;
- 5.1.4 keep all records, documents and communications accurate, truthful, and up to date; and
- 5.1.5 inform themselves and comply with all the Organisation's policies and procedures relevant to their position.

5.2 Personal & Professional Behaviour

All Representatives of the Organisation must:

- 5.2.1 uphold the highest standards of honesty, integrity, and transparency outlined in the Code of Conduct;
- 5.2.2 treat others with respect, dignity, fairness, and courtesy;
- 5.2.3 exercise best judgment in the interests of the Organisation and our stakeholders;
- 5.2.4 make decisions ethically, fairly and without bias, using the best information available;
- 5.2.5 never act in a discriminatory, harassing, or violent way towards others;
- 5.2.6 never use their position to gain an advantage over or exploit the vulnerability of others;
- 5.2.7 avoid putting themselves or the Organisation in an actual, potential or perceived conflict of interest;

- 5.2.8 conduct all Organisation activities in a responsible manner, consistent with ethical obligations of stewardship and in accordance with all applicable laws, policies, and procedures;
- 5.2.9 always strive for the highest health, safety and environmental standards in all facilities, sites, and work areas;
- 5.2.10 use information technology, including internet and email, in a professional and appropriate manner;
- 5.2.11 never participate in, or assist others to participate in, any illegal and/or criminal activities;
- 5.2.12 comply with any legislative, industrial, or administrative requirements; and
- 5.2.13 act responsibly in the event of becoming aware of any unethical behaviour or wrongdoing by any other member of the Organisation and report such conduct or activities to the Committee.

5.3 **Use of the Organisation's resources**

All Representatives must use the Organisation's equipment, funds, facilities and other resources effectively, economically and carefully and for the benefit of the Organisation.

5.4 **Public comments**

5.4.1 All Representatives must ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of the Organisation. In this regard, the use of email addresses, text messages or any other electronic identifiers is not permitted for private correspondence or for purposes not related to official Organisation duties.

5.4.2 Representatives must not make disparaging remarks about the Organisation.

5.5 **Responsibilities to key stakeholders**

Representatives will always deal with stakeholders and third parties in a manner that is lawful, ethical, diligent, fair and with honesty, integrity and respect.

5.6 **Use of information**

All Representatives of the Organisation must:

- 5.6.1 collect, use, and disclose confidential information only in accordance with the Organisation's policies and applicable privacy laws;
- 5.6.2 protect the confidential information of the Organisation;
- 5.6.3 only access confidential information when it is required for the Organisation's purposes;
- 5.6.4 not use confidential information for any purposes not authorised by the Organisation;
- 5.6.5 only release confidential information if authorised to do so by the Committee or if required by law; and

- 5.6.6 not disclose confidential information if it is information obtained or developed in the course of the conduct of the Organisation's activities and which if disclosed will or could lead to risk, damage or injury to the Organisation, the Organisation's Representatives, stakeholders or third parties.

6. Conflicts of Interest

- 6.1 A conflict of interest occurs when a Representative's personal interests conflict with their responsibility to act in the best interests of the Organisation. The Organisation expects Representatives to act honestly, with high standards of personal integrity and in good faith at all times and, in a manner which is in the best interests of the Organisation as a whole and that would not negatively affect the Organisation's reputation.
- 6.2 Representatives will conduct their personal activities in a manner that is lawful and avoids potential, actual or perceived conflicts of interest between the Representative's personal interests and those of the Company. Representatives must promptly disclose to the Organisation any potential, actual or perceived conflict of interest of which they become aware.
- 6.3 The Organisation maintains a Conflict of Interest Policy, together with a register of actual or perceived conflicts. Representatives must comply with the Conflict of Interest policy.

7. Responsibilities after leaving the Organisation

- 7.1 People who leave the Organisation must:
- 7.1.1 not disclose any official information after leaving the Organisation that was not disclosable during their engagement unless authorised to do so by the Committee or if required by law.
 - 7.1.2 ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of the Organisation.
 - 7.1.3 not use official stationery, email addresses, text messages or any other electronic identifiers of the Organisation for any purpose.
- 7.2 Representatives must be careful in dealings with former Representatives and not give them favourable treatment or access to personal, confidential, or official Organisation information.
- 7.3 Representatives must not use their position to advance personal prospects for future employment, or allow their 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 Organisation.

8. Compliance with the Code of Conduct, applicable laws, regulations and rules

- 8.1 Representatives will always act in a manner that is compliant with all laws and regulations that apply to the Organisation and its operations.
- 8.2 The Organisation requires all Representatives who become aware of an actual or suspected violation of this Code of Conduct to report to the Committee. Representatives are not

disadvantaged in any way for reporting violations of the Code of Conduct or other unlawful or unethical conduct.

- 8.3 Representatives may be subject to disciplinary action, up to and including termination of their membership with the Organisation, where it is established that they have breached this Code of Conduct.
- 8.4 This Code of Conduct is to be read in conjunction with the following policies:
- 8.4.1 Conflict of Interest Policy; and
 - 8.4.2 Safeguarding Declaration.
- 8.5 This Code of Conduct operates in conjunction with, and does not limit or derogate from Representatives' specific obligations under the Safeguarding Declaration, or Conflict of Interest Policy.

9. Authority

This Policy has been authorised by the Organisation's Committee. The Committee may amend or vary this Code of Conduct, in its absolute discretion, from time to time.