



AGREEMENT – CODE OF CONDUCT

I agree to abide by the Code of Conduct for Liberty Healthcare Service Pty Ltd whilst working for Liberty Healthcare Service Pty Ltd.

Value	I will demonstrate this by the following behaviours:
<p>Professionalism High level of professional and ethical behaviour</p>	<ul style="list-style-type: none"> • A commitment to assisting clients with compassion and respect. • Acknowledging that I am responsible for behaving in accordance with Liberty Healthcare Service Pty Ltd Core Values and the Code of Conduct. • Acting in a way that enhances the reputation of Liberty Healthcare Service Pty Ltd. • Keeping up-to-date with advances and changes in my work area and participating in relevant training, information sessions and meetings. • Only making comments in public including social media (e.g Twitter, Facebook, YouTube) and in the media on behalf of Liberty Healthcare Service Pty Ltd when authorised by the Director. • Ensuring any public comments made as a private citizen are identified as personal opinion and not necessarily the opinion of Liberty Healthcare Service Pty Ltd. • Conducting myself honestly, reliably, being punctual and acting without favouritism at all times. • Implementing the policies and decisions of Liberty Healthcare Service Pty Ltd impartially. • Acknowledging that I will not misuse or manipulate my position with the Liberty Healthcare Service Pty Ltd to gain any personal benefit. • Dressing in an appropriate professional manner when conducting Liberty Healthcare Service Pty Ltd activities. • Accepting supervision, guidance and requesting support from others when needed.
<p>Transparency Openness, communication and accountability</p>	<ul style="list-style-type: none"> • Making decisions which take all the relevant facts into account, in a fair and impartial manner. • Maintaining adequate documentation to support any decisions made as part of my work responsibilities as well as for any clients I may assist. • Refraining from offering gifts to clients especially children or vulnerable individuals. • Accepting personal gifts or other benefit only when I consider them of token value (typically say less than \$25 in value), offered in the spirit of goodwill where nothing is expected in return. • Declaring any personal gifts worth in excess of \$25. • Ensuring that any employment outside Liberty Healthcare Service Pty Ltd does not give rise to any conflict or perceived potential conflict of interest. • Recognising good performance and addressing performance concerns quickly, fairly and openly for any people I may manage or supervise. • Raising any workplace related issue or grievance in accordance with Liberty Healthcare Service Pty Ltd policy.
<p>Accountability Responsible, answerable and liable for actions, behaviours and use of Liberty Healthcare Service Pty Ltd resources</p>	<ul style="list-style-type: none"> • Refraining from fraudulent or criminal behaviour, bribery or the inappropriate or unauthorised use of any Liberty Healthcare Service Pty Ltd resources (e.g. internet, email, technology, financial and misuse of any donations, grants and external funding received). • Avoiding real or perceived conflicts of interest at all times. • Accurately recording, reporting and maintaining Liberty Healthcare Service Pty Ltd information. • Taking responsibility for my work and my performance for Liberty Healthcare Service Pty Ltd.

Approved by the Director of Liberty Healthcare Service Pty Ltd on 7 January 2021

