



# BOARD CODE OF CONDUCT

## DIRECTOR DECLARATION

### Mission Statement

Albany Community Hospice is a leader in the provision of expert palliative care, education and support so all members of the community can experience death with grace in a manner and place of their choice.

### Values

- Compassion and caring
- Integrity
- Respect
- Inclusive and judgement free
- Teamwork and collaboration
- Excellence
- Innovative

## BOARD CODE OF CONDUCT

The purpose of this Code of Conduct is to provide standards for the execution of a director's duties that reflects the obligations and responsibilities of being a member of the Albany Community Hospice (ACH) Board. All directors are expected to comply with the Board Code of Conduct.

1. Directors should act honestly, in good faith and in the best interests of ACH as a whole.
2. Directors have a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
3. Directors should use the powers of office for a proper purpose, in the best interests of the ACH as a whole.
4. Directors should recognise that the primary responsibility is to the ACH as a whole but may, where appropriate, have regard for:
  - i. the interest of all stakeholders
  - ii. the wider community
  - iii. environmental consideration.
5. Directors should not make improper use of information acquired as a director or take improper advantage of the position of director.
6. Directors should properly manage any conflict with the interests of ACH.
7. Directors have an obligation to be independent in judgment and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board.
8. Directors shall respect the right of fellow directors to express opinions and for those opinions to be heard.
9. Directors have an obligation to contribute to Board discussions and ensure informed cohesive group decision-making.
10. Directors acknowledge and will observe the separation between governance and operational management of ACH.
11. Directors acknowledge the role and responsibilities of the Hospice Manager and ACH staff and will work towards ensuring a culture of positive collegial cooperation within the bounds of the separation between governance and operational management.

Document Name:	Board Code of Conduct	Document Number:	ACH-F046
Document Owner:	Membership & Governance Committee	Date Reviewed:	June 2018
Approved by:	Board of Management	Date Approved:	18 June 2018
Review Date:	June 2021	Version:	4.0
		Page Number:	1

12. Confidential information received by a director in the course of the exercise of directorial duties remains the property of the ACH and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the Board, or consent of the person from whom the information is provided, or is required by law.
13. Directors have an obligation to comply with the Board's policies, procedures and resolutions.
14. A director should not engage in conduct likely to bring discredit upon ACH.
15. A director has an obligation, at all times, to comply with the spirit, as well as the letter, of the law and with the principles of this Code of Conduct.
16. A director must complete on commencement and annually a register of pecuniary interest, and disclose at the beginning of each ACH meeting any potential conflict of interest.
17. A director must notify the Board as soon as practical that they are unable to hold office (refer 1.10 of the Governance Framework).

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

Document Name:	Board Code of Conduct	Document Number:	ACH-F046
Document Owner:	Membership & Governance Committee	Date Reviewed:	June 2018
Approved by:	Board of Management	Date Approved:	18 June 2018
Review Date:	June 2021	Version:	4.0
		Page Number:	2