



Brien Holden Vision Institute Foundation Code of Conduct

It is a prime objective of the Brien Holden Vision Institute Foundation (the Foundation) to provide a work environment that is fair, safe and free of any form of harassment or discrimination. All members of the Board, staff, consultants, students and volunteers of the Foundation have a duty of care to observe appropriate of behaviour when dealing with others.

Certain standards of behaviour are required if directors, employees, consultants, students and volunteers are to carry out their role with efficiency, impartiality and integrity.

RESPONSIBILITY

1. The purpose of this Code of Conduct is to highlight the responsibilities of directors, managers, employees, consultants and volunteers in terms of their personal conduct as it relates to the discharge of their duties.
2. The Foundation is committed to providing a positive and safe working environment, free of harassment and discrimination and which gives employees the opportunity to develop and promotes team commitment.
3. Directors, managers, employees, consultants and volunteers are responsible for constructively reporting any real or apparent violations of the Code of Conduct. Each person should first report questionable behaviour to their immediate manager who is responsible for taking all necessary action to ensure the breach is corrected or the situation clarified. If any employee, consultant or volunteer is not satisfied with the initial response, they should discuss the matter with the Global General Manager

THE CODE

Brien Holden Vision Institute Foundation directors, managers, employees, consultants and volunteers are required, under the Code of Conduct, to behave at all times in a way which upholds the Foundation's values.

The Code of Conduct requires that all Board directors,, employees, consultants, students and volunteers must:

1. Behave honestly and with integrity in the course of employment or consultant or volunteer assignment.
2. Act with care and diligence in the course of employment or consultant or volunteer or student assignment.
3. When acting in the course of employment, consultant, student or volunteer assignment, treat everyone with respect and courtesy, and without harassment, bullying, discrimination, intimidation or exploitation. Including not engaging in any form of sexual harassment, abuse or exploitation of persons of any age including children.
4. Foster collegiality among employees.
5. Not allow an individual's race, religion, sex, pregnancy, marital status, disability, age, homosexuality, or carers' responsibilities to affect their chances of employment, promotion, or access to employment benefits, or training and development opportunities with the Foundation.
6. Act in a way to give due credit to the contributions of others.
7. When acting in the course of employment or consultant or volunteer or student assignment:
 - i. comply with all applicable Australian and/or local laws and/or customs
 - ii. act in a way that is culturally appropriate
 - iii. immediately report any suspected fraud, corrupt, criminal or unethical conduct to the Global General Manager.



8. Comply with all lawful and reasonable directions given by someone in the employee, consultant or volunteer's area who have authority to give the direction.
9. Maintain appropriate confidentiality, including:
 - a. dealings that the employee, consultant, student or volunteer has in the course of their duties; and
 - b. by respecting individuals' rights to privacy, and by keeping personal information (including information gained through case records from outside the Foundation) in confidence.
10. Disclose, and take reasonable steps to avoid, any conflict of interest (real or potential) in connection with employment or consultant or volunteer assignment.
11. Use the Foundation resources in an appropriate manner and in accordance with the Foundation Guidelines.
12. Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's employment or consultant or volunteer's assignment.
13. Not make improper use of:
 - a. company inside information
 - b. the employee, consultant, student or volunteer's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the employee, consultant or volunteer or for any other person
14. At all times:
 - a. behave in a way that upholds the values and the integrity and good reputation of the Foundation; and
 - b. ensure appropriate authorisation to represent or act as a spokespersons for the Foundation
15. Comply with any other conduct requirements that are prescribed by the intellectual property deed poll, confidential information deed poll, travel policy and procedure, and any other relevant policies and procedures made known to the employee, consultant or volunteer.
16. Agree and be bound by any future amendments to the Code of Conduct as long as they are brought to the employee, consultant or volunteer's attention within a reasonable time of such changes being made.

Board Directors, employees, consultants, volunteers and students who fail to adhere to the above Code of Conduct may be subjected to disciplinary action, including termination of their contracts of employment and consulting or volunteer agreements.

Signature

Witness Signature

Name

Witness Name

Date

Date