tasmanian health service – north west

code of conduct

**CODE OF CONDUCT**



The Tasmanian Health Service is part of the Tasmanian State Service which is governed by the *State Service Act 2000*.

The Act lists standards of behaviour and conduct that apply to all employees of the State Service including:

* behaving honestly and with integrity;
* acting with care and diligence;
* treating people with respect and without harassment, victimisation or discrimination;
* compliance with Australian law;
* maintaining appropriate confidentiality;
* disclosing, and taking reasonable steps to avoid, any conflict of interest;
* using Tasmanian Government resources in a proper manner;
* not knowingly providing false or misleading information;
* not making improper use of information, duties, status, power or authority to gain benefit;
* declaring any gifts received; and
* upholding the State Service Principles and reputation.

**CONFLICTs OF INTEREST**



Conflicts of interest occur when a person’s private interests interfere, or are seen to interfere, with their duties as an employee. Private interests can be associated with an employee, their family, friends or associates.

Conflicts of interest can be actual, perceived or potential and should be reported at the earliest opportunity and to the most appropriate authority.

www.integrity.tas.gov.au

**INCLUSION/DIVERSITY**



Inclusion is about recognising the diverse backgrounds and differences of those in our workplaces and ensuring those differences are accepted, valued and respected.

**An inclusive workplace is where:**

* *Everyone is treated equitably and fairly*
* *Harassment, discrimination, bullying and victimisation are eliminated*
* *A work/life balance is promoted*
* *Differences are respected, valued and accepted*

A person must not discriminate against another person on the grounds of any attributes listed in the *Anti-Discrimination Act 1998 (Tas).* These attributes, including race, age, gender, sexual orientation, disability and religious beliefs, are listed in Section 16 of the Act. Discrimination based on an attribute is unlawful if it happens in connection with an area of activity that is listed in Section 22 of the Act.

**RESPECTFUL WORKPLACE BEHAVIOUR**

THS has a *Workplace Behaviour Protocol* to help maintain and promote good workplace relations. The Protocol promotes behaviours, communication and actions that demonstrate consideration, courtesy and collegiality particularly in relation to:

***Respecting difference*** – show consideration for differences such as culture, beliefs, values, ideas or characteristics like gender or age.

***Valuing others*** – create a supportive and collaborative team environment where colleagues feel valued and their professional skills and attributes are acknowledged.

***Positive communication*** – engaging in open, clear, honest communication, which is two-way and therefore involves listening as well as talking.

**MANAGING WORKPLACE ISSUES**



When an issue arises you should first assess how you are feeling - ***what*** has happened, what ***effect*** it has had on you and/or the workplace, and what ***outcome*** would you like? Following this you can:

***Do nothing*** – if you assess the issue is trivial or the way you are feeling is an overreaction. If you do nothing, nothing will change.

***Self-Resolution*** – address the matter directly with the other person/s to find a resolution.

***Supported Self-Resolution*** – as above with a support person.

***Managerial assistance*** – request assistance from your manager.

***Formal Complaint*** – if self-resolution is unsuccessful, consider lodging a formal grievance.

**Further information**

*The State Service and Anti-Discrimination Acts are available at:* [*www.legislation.tas.gov.au*](http://www.legislation.tas.gov.au)

*More about Conflict of Interest is at: www.integrity.tas.gov.au*