

## Member Code of Conduct

### 1. Acknowledgement of Country

In the spirit of reconciliation with First Nations peoples of Australia, the Leukaemia Foundation acknowledges the Traditional Owners of the Countries on which we operate. We acknowledge and respect First Nations peoples' spiritual beliefs, connections to land, sea and communities. The Leukaemia Foundation pays our respect to Elders past and present and extends that respect to all Traditional Owners across the Nation.

### 2. Purpose

The Member Code of Conduct ('Code') for the Leukaemia Foundation ('Foundation') recognises the importance of an environment which actively promotes best practice. The Foundation expects that all persons performing work at the direction of, in connection with, or on behalf of the Foundation will always display the highest standards of professional and personal conduct in serving the needs of the community, patients, stakeholders, donors, supporters, members and funding bodies and that they will support the mission and values of the Foundation.

### 3. Scope

This Policy applies to all persons performing work at the direction of, in connection with, or on behalf of the Foundation collectively referred to in this Policy as 'Member Participants'.

This Policy extends to all meetings, functions and activities that are related to the mission and purpose of the Foundation

### 4. The Foundation's Values

The Leukaemia Foundation stands with Australia to help cure and conquer every blood cancer – with care.

Our values power that purpose:

- Care Deeply - Being bold isn't about having the loudest voice, it's about having the strength to challenge, to disrupt, and to do things differently. We welcome honest and courageous conversations that will guide us to innovate and inspire.
- Be Bold - Caring is not only what we do, but also who we are. With empathy in our DNA and compassion in our blood we live for genuine relationships and shared journeys.
- Make it Count - We make every action and everyday count, because we aren't afraid to step out of our comfort zone and question the status quo. We focus on what we can impact today, to make for a better tomorrow.

### 5. Personal and professional behaviour

All Member Participants are expected to observe the highest standards of ethics, integrity and behaviour.

As representatives of the Foundation, all Member Participants are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour.

- Do not engage in conduct that might harm or damage the reputation or interests of the Foundation
- Treat everyone with courtesy, respect, kindness, consideration and sensitivity to their rights
- Strive to obtain value for money spent and avoid waste and extravagance in the use of fundraising donations
- Refrain from all forms of harassment and discrimination including, but not limited to, on the basis of gender, race, religious belief, political affiliation, pregnancy or potential pregnancy, disability, sexual orientation or illness
- Refrain from allowing personal relationships to affect professional relationships
- Foster teamwork and collegiality among all Member Participants, and always give due credit to the contributions of others
- Promptly report any inappropriate or unlawful behaviour and any violations of law, ethical principles, the Foundation's policies (including this Code)
- Comply with the principles of environmental responsibility
- Display the appropriate image of professionalism by dressing in an appropriate manner to discharge their duties and responsibilities.

### 6. Conflicts of interest

Member Participants must act in the interests of the Foundation and take reasonable steps to avoid real, potential or apparent conflicts of interest or to disclose and manage unavoidable conflicts of interest to help maintain community trust and confidence.

All Member Participants are expected to have impartial relationships with third parties including with vendors, suppliers, companies, service providers and publishers. Member Participants must be motivated to transact on terms most favourable to, and in the best interests of, the Foundation.

A conflict of interest arises where there is a difference between the private interests of a member participant (whether their own interests or those of a close association such as a friend or relative) and their professional responsibilities to the Foundation such that an independent observer might reasonably conclude that the private interests could, or could appear to, improperly or unduly influence the performance of their professional duties and responsibilities at the Foundation.

### 7. Fairness & equity

Member Participants should deal with issues involving colleagues, donors or stakeholders consistently, promptly and fairly. This involves dealing with matters in an impartial, non-discriminatory manner and in line with the principles set out in this Code.

The principles of procedural fairness, natural justice and reasonableness should be observed when exercising statutory or discretionary powers which could affect the rights, interests or legitimate expectations of individuals within or outside the Foundation.

### 8. Discrimination, harassment, bullying and violence

Every Member Participant has a right to an environment free of discrimination, harassment, bullying or discrimination. This can be accomplished if all Member Participants treat each other with courtesy, fairness, and respect.

Harassment or discrimination may constitute an offence under the Anti-Discrimination Act 1977 and includes direct or indirect actions; and may take the form of verbal, non-verbal, written or online communications. All forms of harassment and discrimination are not acceptable and will not be tolerated at LF, in addition they may constitute a breach of the Work, Health and Safety Act 2011 if a risk of physical or psychological injury results from the harassment or discrimination.

Member Participants who witness any form of violence or harassment, discrimination or bullying are required to report the conduct to the Members team via email [members@leukaemia.org.au](mailto:members@leukaemia.org.au).

The report will be investigated by the Members team and if a breach of the Member Code of Conduct has been determined, the matter will be presented to the Leukaemia Foundation Board to consider under 5.6(b) of the Leukaemia Foundation of Australia Constitution.

### 9. Protection and promotion of the Foundation's reputation

All Member Participants are expected to:

- Direct any enquiries received from the media to the Members team via email [members@leukaemia.org.au](mailto:members@leukaemia.org.au)
- Adhere to our brand guidelines
- Obtain prior approval from the members team via email [members@leukaemia.org.au](mailto:members@leukaemia.org.au) before using the Foundation's logo
- Refrain from engaging in any activity that may compromise the Foundation's integrity and reputation including through the use of personal social media channels (for further information, please refer to the *Social Media Policy*)
- Conduct all fundraising activities in an ethical manner and in line with the Fundraising Institute of Australia's Code.

### 10. Compliance and breaches

All Member Participants are required to comply with this Code of Conduct at all times and report any breaches to the Members team via email [members@leukaemia.org.au](mailto:members@leukaemia.org.au).

Member Participants whose conduct falls below the standards outlined in the Code of Conduct will be counselled accordingly and may have their membership with the Foundation terminated.

### 11. Variations

The Leukaemia Foundation reserves the right to vary, replace or terminate this Policy from time to time.

## 12. Terms & Definitions

Term	Definition
<b>Bullying</b>	Bullying is repeated unreasonable behaviour by an individual towards a person which creates a risk to their health and safety
<b>Code</b>	Leukaemia Foundation's Members Code of Conduct
<b>Conflict of Interest</b>	A conflict of interest may be real, apparent or potential and may be financial or non-financial. A conflict of interest may occur when an individual's interests could compromise judgment, decisions or actions in the workplace that are not in the best interests of the Foundation. For clarity: <ul style="list-style-type: none"> <li>• Real – where a direct conflict exists between current official duties and existing private interests.</li> <li>• Apparent – where it appears or could be perceived that private interests are improperly influencing the performance of official duties whether or not that is actually the case.</li> <li>• Potential – where private interests are not but could come into direct conflict with official duties.</li> </ul>
<b>Discrimination</b>	Discrimination occurs when a person, or group of people is treated less favourably than another person because of their background or certain personal characteristics.
<b>Harassment</b>	Harassment is behaviour that intimidates, offends or humiliates a person.
<b>Member participant</b>	This includes all current financial or Honorary members
<b>Unacceptable use</b>	Includes violation of the rights of others, commercial use, breach of copyright or intellectual property, use for bullying, harassment or threatening acts, illegal activity, gambling, storing or conveying objectionable material that refers to nudity, sexual activity, drug misuse, crime, cruelty or violence.
<b>Violence</b>	Workplace violence is the act or threat of violence, ranging from verbal abuse to physical assaults directed toward persons at work or on duty. The impact of workplace violence can range from psychological issues to physical injury, or even death.
<b>Workplace</b>	Includes national office locations, accommodation, events, venues, Member branch meetings and any place the Company operates or has presence at for the purpose of undertaking day to day operations.

## 13. Policy History

Responsibility	Members Branch & Stakeholder Committee via General Manager		
Policy Number/ Reference	08-RD-MembersCodeOfConduct [v01_June2023]		
Reviewed by	Members & Executive Stakeholder Lead		
Review date	30 May 2025		
Version	Authorisation	Commencement date	Amendment
V1	MBS Comm	1 June 2023	New Policy to separate from the Code of Conduct Standard