

ANMF (Vic Branch) Code of Conduct (Members)

Introduction

ANMF is the collective power and strength of its members. Members are the ANMF. Our shared success and power are derived from members who act in accordance with our shared values. This success is diminished by members who do not.

This document sets out the minimum standard of conduct and behaviour ANMF members and employees might expect from one another to continue to advance the mission, goals and values of ANMF.

ANMF members know from experience that collective action is critical to achieve the best outcomes for nurses and midwives and our communities.

ANMF members acknowledge we are part of something bigger than ourselves and we value solidarity and unity.

ANMF membership brings enormous opportunities to be part of a powerful, unified collective to improve the lives of nurses, midwives and our communities.

As we undertake the work of our union, we do so in the spirit of our shared nursing, midwifery and union values and trust that we are not alone in our commitment to them.

Our union must therefore reflect these shared values and operate in a manner that is transparent, accountable and responsible to other members.

Staff who are employed by the ANMF have the right to work in an environment where employees and members treat others with courtesy and respect.

Expectations of members

It follows that ANMF members must:

- uphold the rules of the ANMF and advance the democratically agreed union objectives.
- act with honesty, integrity, professionalism and respect.
- respect and maintain privacy and confidentiality.
- adhere to their legal and policy obligations.
- not give the impression they are publicly representing the views of the ANMF if making public comments, unless delegated by the ANMF to do so.
- value the ANMF's resources and use them wisely.
- demonstrate a commitment to ANMF's mission, act in ANMF's best interests and value and protect ANMF's reputation.

Who does this Code of Conduct apply to?

This code applies to all ANMF members including Job Representatives.

When does this Code of Conduct apply?

The Member Code of Conduct should be upheld at all times including meetings, events, functions and

online.

Expectations of Job Representatives

ANMF values the contribution made by Job Reps in progressing the ANMF's purposes and upholding its values.

Job Reps are expected to commit to their roles in the ANMF.

The role of Job Reps is to undertake their duties, and to adhere to the policies of the Branch Council. As such, ANMF Job Reps will:

- a) accept that Branch Council has the right to determine policy and priorities.
- b) be responsive to elected officials of the day and implement decisions and policies professionally and impartially; and
- c) comply with all ANMF policies and standards.

Job Reps are required to ensure that their conduct meets the highest standards when they are fulfilling their responsibilities. They will:

- a) ensure any advice or representation provided is factual, objective, impartial, and in the best interest of the ~~member~~.
- b) ensure their decision making is ethical.
- c) maintain privacy and confidentiality.
- d) demonstrate professionalism, integrity and respect in their conduct.
- e) engage with the Branch membership and its representatives in a manner that is consultative, respectful and fair.
- f) meet their obligations to report suspected wrongdoing consistent with this Policy.
- g) demonstrate a high standard of behaviour and personal conduct both in written correspondence and verbally.
- h) act in the ANMF's best interests and avoid bringing discredit upon ANMF.

Conflict of Interest

Where any person charged with responsibilities under this Policy is themselves the subject of the allegation or are otherwise conflicted such that it is not appropriate that they exercise those functions, the functions will be undertaken by an official as determined by the Secretary or Branch President.

Unlawful Conduct

Any Job Rep or member who believes that they may be subject to unlawful conduct by an ANMF employee should report this immediately in writing to the Branch Secretary.

Advice may also be sought from relevant external bodies such as the Victorian Equal Opportunity and Human Rights Commission.

It is expected that Job Reps and members will abide by all relevant laws also.

Reporting

Should an ANMF employee experience or witness what they believe to be inappropriate behaviour from a member towards any employee they must report it immediately to their line manager who will escalate to the Branch Secretary or Assistant Secretaries if required.

Staff or members making a complaint of inappropriate behaviour must report this in writing stating when the behaviour happened and the names of any witnesses. The affected person should state clearly how the behaviour has affected them and they may also identify what outcome they are seeking.

Should an ANMF Job Rep/member experience or witness what they believe to be inappropriate behaviour from an ANMF employee towards an ANMF member they should report it in writing immediately to the Branch Secretary.

Behaviour that compromises this code may constitute inappropriate behaviour and be a breach of this Code of Conduct.

ANMF does not tolerate any inappropriate behaviour and will deal with such behaviours as soon as practicably possible to eliminate the behaviour and in accordance with ANMF rules as applicable.

ANMF will deal with all complaints and if the behaviour is found to be inappropriate then appropriate action will be taken by the ANMF against the perpetrator.

Inappropriate behaviour can result in litigation, or a criminal offence.

Responding to a complaint under this Policy

The ANMF (Vic Branch) Secretary shall have responsibility for the day-to-day implementation of this Policy and where necessary take action including consulting with Branch Council.

If a Job Rep or ANMF member is accused of inappropriate behaviour she/he has the right to receive details of the allegations in line with the principles of natural justice to allow them to respond to the issues raised. These allegations are generally of a sensitive nature, so must be dealt with confidentially.

Action taken, if any, against an ANMF member that has arisen from allegations regarding behaviour shall occur in accordance with the ANMF Rules and related Policies.