

1. Purpose

The RBWH Foundation (Foundation) is committed to maintaining the highest standards of integrity, transparency, and ethical behaviour in all of its activities and strategies to deliver its mission. This Code of Conduct serves as a framework aligning with and supporting the Foundation's core values, outlining the principles and guidelines that regulate the actions of all individuals associated with the Foundation, encompassing all facets of its operations.

2. Principles

2.1 Queensland Public Sector Ethics

Hospital Foundations are public sector entities for the purpose of the Public Sector Ethics Act 1994. As such, the Foundation's Code of Conduct incorporates the Queensland Public Sector Ethics Act values.

2.2 Integrity, honesty and impartiality

All individuals engaged in activities related to the Foundation shall act with unwavering integrity, honesty, and impartiality. This commitment goes beyond adherence to ethical principles; it signifies a dedication to upholding the highest standards of moral conduct. Integrity requires adherence to truth and ethical conduct, ensuring that all actions are transparent, accountable and in harmony with the Foundation's mission and values. Honesty demands forthrightness and transparency in all interactions. Impartiality underscores the commitment to fair and unbiased decision-making, ensuring that the Foundation's initiatives serve the broader community equitably.

2.3 Promoting the public good

Every aspect of the Foundation's activities shall prioritise initiatives that positively contribute to the wellbeing and welfare of the community at large. Furthermore, the Foundation and Individuals shall employ responsible stewardship of resources, ensuring that financial, human, and infrastructural assets are utilised judiciously and with a strategic focus on maximising positive impact. The Foundation will form and actively participate in collaborative partnerships with other community stakeholders, government entities and non-profit organisations to collectively address systemic challenges and contribute to sustainable solutions.

2.4 Commitment to the system of government

The Foundation and Individuals shall uphold the democratic values of society, ensuring that decision-making processes are accessible, fair, and representative. The Foundation and Individuals shall actively engage with regulatory bodies, government agencies, and other relevant stakeholders to contribute positively to the healthcare landscape.

2.5 Compliance with laws and regulations

Every aspect of the Foundation's activities shall comply with applicable laws, regulations, and ethical standards. Individuals have a personal responsibility to stay informed and comply with applicable laws, regulations and ethical standards that are relevant to the work practices.

2.6 Privacy and confidentiality

Respect for privacy extends beyond fundraising to cover all aspects of Foundation operations. The Foundation and Individuals are committed to safeguarding confidential information across all associated individuals including but not limited to donors, volunteers, and hospital stakeholders in accordance with our Privacy Framework.

2.7 Fair and respectful treatment

All individuals associated with the Foundation, including donors, hospital stakeholders, volunteers, and staff, shall be treated with fairness, respect, and courtesy across all functions. Discrimination or harassment in any form is strictly prohibited in all operational and support capacities and shall be dealt with through the relevant policies.

2.8 Responsibility and transparency in financial practices

Financial responsibility and transparency applies across all facets of the Foundation's activities with respect to both the inflows and outflows of funds. Individuals are required to ensure that accurate and clear financial reports are provided to donors and stakeholders. All financial practices shall uphold the Foundation's reputation and comply with relevant policies, including but not limited to Financial Delegations, Gifts and Benefits policy, Investments policy, Procurement policy, Cash Handling policy, Credit Card Data Security & Handling policy, Distributions policy, and Work-related Expenses policy.

2.9 Avoidance of conflicts of interest

All individuals shall avoid conflicts of interest that could compromise any aspect of the Foundation's integrity or impartiality. Any potential conflicts must be promptly disclosed and managed appropriately in accordance with the Conflicts of Interest Policy.

2.10 Ethical fundraising practices

All activities shall adhere to ethical standards. For fundraising, the Foundation follows the FIA Code of Conduct – a voluntary, self-regulatory Code of Conduct for fundraising in Australia. The Foundation and Individuals will seek support through means that uphold its reputation and maintain the trust of donors and the community, and misleading or coercive tactics are strictly prohibited.

2.11 Accountability, transparency and governance

The Foundation is committed to individual and collective accountability, transparency, and governance in all functions. Every member of the Foundation is answerable for their contributions and plays an active role in achieving our collective goals. The Foundation and Individuals will strive to provide accessible and comprehensive information about our activities, decision-making processes (including grantmaking processes), and financial practices. Moreover, all individuals undertaking activities on behalf of the Foundation will act in accordance with robust and ethical decision-making structures, policies and practices, ensuring we collectively operate ethically, legally and in alignment with the mission.

2.12 Continuous improvement

Continuous improvement is fundamental in all of the Foundation's activities. Feedback from donors, stakeholders and the community will be valued and used to enhance strategies and operations.

2.13 Reporting violations

Individuals witnessing or suspecting a violation or breach of this Code of Conduct in any capacity are encouraged to report it promptly per the reporting mechanisms outlined in the Grievance and Complaints Process or Whistleblower Policy.