

<b>Policy name:</b>	<b>PMCT Code of Conduct</b>
<b>Subject:</b>	Code of Conduct for all PMCT Individuals
<b>Date of last approval:</b>	5 February 2019
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<b>Responsible Officer</b>	Chair/Deputy Chair PMCT, Principal Officer,

## Purpose and Scope

The PMCT Code of Conduct shares our standards of behaviour and minimum acceptable level of conduct for those engaged to work for or to represent PMCT and to ensure the highest ethical and professional standards. It sets out the guidelines for ethical conduct in providing the best possible service and support.

This policy applies to all “PMCT Individuals” which extends to employees, the PMCT Board and Council, committee members, survey team members, contractors, educators, temporary staff and volunteers. PMCT requires its Individuals to abide by the Code and the terms outlined in the Code extend beyond the term of engagement with the Organisation and shall remain in effect for an indefinite period.

## Definitions

- “The Organisation” refers to the Postgraduate Medical Education Council of Tasmania (PMCT)
- “PMCT Individuals” refers to all employees, whether directly employed by PMCT or via secondment or other agreement, PMCT Board and Council members, committee members, survey team members, contractors, educators, temporary staff and volunteers.
- “The Code” is the Code of Conduct.

PMCT individuals are at all times required to adhere to the Code of Conduct. We have a legal and moral responsibility to manage our Organisation in the best possible manner. PMCT individuals will at all times demonstrate professional and ethical behaviour in their responsibilities to the Organisation, professional relationships with each other and professional service.

Those engaged to work for or to represent the Organisation should recognise their responsibilities to PMCT and the health services they are operating within by:

- **Professional:**
  - Acting as ambassadors of the Organisation;
  - Maintaining confidentiality as per the PMCT Confidentiality Agreement and Privacy Policy;
  - Adhering to and maintaining current awareness of all PMCT policies and procedures;
  - Complying with the prescribed terms and conditions of employment / engagement as outlined in the contract, agreement and/or position description;
  - Being courteous, respectful and diplomatic;
  - Valuing each person for their capacities and contributions;
  - Exercising care, responsibility and sound judgement when carrying out duties;
  - Acting honestly and in good faith at all times in our best interests, ensuring that all stakeholders, particular junior medical doctors are treated fairly;
  - Basing decisions and conversations with others on facts and professional judgement and experience, not rumour, gossip, guesses or misrepresentation of facts. Consider the impact that words and actions have on others and treat each other with respect;
  - Acting in a safe, responsible and effective manner. Where a skills gap is identified the person concerned is responsible for seeking assistance in the form of training, development or mentoring;
  - Identifying and actively managing any conflict of interest. Disclosing any competing professional or personal interests or duties (including those of a financial nature) early to the appropriate person. Comply with the PMCT Conflict of Interest Policy;
  - Refraining from disclosing private or confidential information gained in the course of work, even after no longer being engaged by PMCT. Do not divulge personal information about other PMCT individuals or stakeholders or commercial information about suppliers and the organisation, except as is necessary to properly perform the functions of the role;
  - Maintaining professional standards of dress and behaviour;
  - Being personally accountable – be punctual and reliable in attendance at work and adhere to prescribed and authorised hours and location of duty. Notify supervisors of any inability to attend work as early as possible so as not to inconvenience others or delay the work;
  - Being considerate of expenses payable by PMCT and reasonably limiting expenses;
  - Not being under the influence of alcohol, prescribed or illicit drugs that inhibit performance or endanger those individuals they work with and for whilst performing PMCT duties and in accordance with the PMCT Fitness for Work policy;
  - Informing the relevant supervisor if they believe a colleague to be treating another PMCT individual or person with whom they come into contact whilst performing PMCT duties, disrespectfully, where it is inappropriate to first raise this with the colleague; and
  - Not take improper advantage of their position at PMCT or use their position for an improper purpose including personal gain.
- **Teamwork:**
  - Working cooperatively with others as part of a team;
  - Being impartial, fair and objective;
  - Working openly with all parties to resolve a dispute.
  - Not being judgemental and not discriminating against nor harassing any individual on the basis of religion, gender, sexual orientation, political belief, ancestry, age, ability, health or marital status and in accordance with the PMCT Bullying, Harassment and Discrimination policy;

## Computer and phone use:

- Adhering to the PMCT Use of IT Systems policy;
- Keeping personal use of PMCT computers and phones to a minimum;
- Keeping use of personal phones to a minimum during work time. This applies to use of personal phones for internet and social media;
- Not using PMCT computers to access inappropriate websites such as those of a pornographic nature;
- Undertaking no personal or business activities for personal gain while on work time, while representing our organisation, using our assets or conducting our business. Such activities will not be carried out on our computers without open and express permission of a higher authority.
- Adhering to the PMCT Media and Social Media policy.

## We require our Management Committee to:

- observe confidentiality relating to non-public information acquired by them in their role as managers and not disclose such information to any other person, except as is necessary to properly perform the requirements of their position;
- regularly monitor the performance of employees and the Organisation as a whole. To do this management will ensure that appropriate monitoring and reporting systems are in place and that these are maintained and utilised to provide accurate and timely information;
- promote awareness of PMCT policies, values and standards throughout the organisation, including by role modelling the standards of conduct expected from all PMCT Individuals;
- ensure that new PMCT Individuals are made aware of the Code, included as part of their induction;
- communicate any updates to the Code to existing PMCT Individuals.
- ensure that the Organisation's assets are protected via a suitable risk management strategy; and
- ensure that personal and financial interests do not conflict with their duty to the organisation.

## How can I be sure my conduct complies with this Code?

While this Code of Conduct provides guidance and general expectations regarding your conduct, no code or policy can cover every conceivable circumstance you may face. If you are in doubt about whether your conduct is consistent with this Code of Conduct, it may help to ask yourself the following questions:

- Is it the right thing to do?
- Am I acting in accordance with the law and my delegated authority?
- What would my supervisors or my team members expect or want me to do in this situation?
- What would the reaction be if my conduct was reported in the newspaper or published on social media?
- Would my team members or supervisor consider my behaviour as appropriate?
- What impact might this have on PMCT and its commitment to our stakeholders?
- How would I like to be treated in the same situation?

## Breaches

In the event that a breach of this policy is proven after investigation of alleged breaches of the Code, disciplinary action against the person concerned will be taken. Depending upon the nature and seriousness of the matter, this may include counselling, a warning, demotion or dismissal.

Any PMCT individual who becomes aware of a breach of this Code must disclose this breach to the Management Committee or if it relates to someone in the Management Committee then to the Chair of the Board.

## Document History

Date effective	Author/Editor	Approved by	Version	Change Reference Information
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18 July 2023	Accreditation Team		2.1	Transcribed into new template