

Tiny Sparks WA Inc (TSWA)

Code of Conduct

Tiny Sparks WA Inc (TSWA) aims to improve the health and wellbeing of mothers enduring high-risk pregnancies, newborns requiring the neonatal intensive care unit (NICU) or special care nursery (SCN), and the communities supporting them in Western Australia.

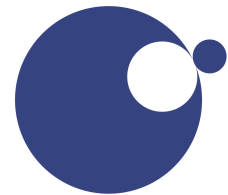
Tiny Sparks WA's Values

- We are **compassionate** and **understanding** of the different situations faced by families.
- We **respect** the opinions of families, medical professionals, hospitals and research institutions.
- We are **open** to collaboration in terms of sharing knowledge, ideas and resources.
- We are **proactive** in engaging with the community to improve the health and wellbeing of families.
- We promote **integrity** in the way we treat others.

Conduct

TSWA Members, Volunteers and Staff will:

- Adhere to the policy and decisions of TSWA.
- Adhere to the Constitution of TSWA and any governance and policy documents (Members only).
- Act ethically with honesty and integrity pursuing at all times the best interests of TSWA.
- Take individual responsibility for actively promoting the values of TSWA.
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures.
- Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare.
- Not harass, bully or discriminate against colleagues and/or members of the public.
- Contribute to a harmonious, safe and productive culture throughout TSWA through professional workplace relationships and interaction with medical professionals and others in the community.
- Not make improper use of their position as a TSWA representative to gain advantage for any other person or themselves.
- Take responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of TSWA.
- Take responsibility for reporting improper conduct or misconduct that has been, or may be occurring in relation to any matter pertaining to TSWA.



- Abide by the following communication guidelines:
 - Not disclose official information or documents acquired through liaison with the Board, membership of a committee or sub-committee, other than as required by law or where agreed by decision of the committee.
 - Not make any unauthorised public statements regarding the business of TSWA without express written approval of the Chairperson or Vice-Chairperson.
 - Support, adhere to and not contradict the formal decisions of TSWA made in its meetings.
 - Respect the confidentiality and privacy of all information as it pertains to individuals.
- Abide by the following conflict of interest guidelines:
 - Disclose and declare any personal or business interests which may give rise to actual or perceived conflict of interest.
 - Ensure personal or financial interests do not conflict with their ability to perform official duties in an impartial manner.
 - Manage and declare any conflict between their personal and TSWA duties.
 - Adhere to the decision of the Board in relation to the management of a declared conflict of interest.
- Utilise TSWA resources as follows:
 - Act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material that comes before TSWA. (Members only)
 - Ensure the efficient use and reporting of grants and publicly-funded resources, including membership fees, donations, proceeds from merchandise and events, office facilities and equipment. (Members only)