

Code of Conduct - Board, Sub Committee and Committee Members

1. POLICY STATEMENT

Lung Foundation Australia (LFA)'s Board has adopted this Code of Conduct to set high ethical standards for the Board, Sub Committee and Committee members of Lung Foundation Australia.

2. PURPOSE

The purpose of this Code of Conduct is to ensure that all Board, Sub-Committee and Committee Members uphold this Code and consistently demonstrate the highest standards of professional and ethical conduct in the interests of Lung Foundation Australia, its members, and all stakeholders.

3. SCOPE

This Code of Conduct applies to members of the LFA Board, its Sub Committees and Committees. For Board and Sub Committee members it should be read in conjunction with the Lung Foundation Australia Board Charter.

4. DEFINITIONS

For the purpose of this policy "Board and Sub Committee Members" will be used to reference any member of an LFA Board or Board Sub Committee.

5. POLICY

LFA's Board and Sub Committee Members are expected to always uphold the following principles while performing their duties. These principles guide ethical behaviour, good governance and decision-making in the best interests of the organisation.

5.1 Integrity and Ethical Conduct

- Act with fairness, honesty, and integrity in all dealings on behalf of LFA.
- Treat all individuals, regardless of race, religion, gender, marital status, sexual orientation, disability, or background, with dignity and respect.
- Avoid conduct that may damage LFA's reputation or conflict with its values.
- Commit to ethical decision-making, transparent communication, and upholding the organisation's good name.
- Avoid misleading statements, false promises, or unconscionable conduct.

5.2 Personal Conduct and Use of Resources

- Maintain clear separation between personal affairs and LFA business.
- Use LFA resources—including goods, services, facilities, and information—only for legitimate and authorised purposes.
- Safeguard the organisation's intellectual property, financial assets, and business opportunities from misuse.

5.3 Confidentiality and Privacy

- Protect confidential and sensitive information entrusted to members, including personal information of members, staff, and stakeholders.
- Do not disclose or use privileged information for personal gain or external advantage.
- Comply with LFA's Confidentiality and Privacy Policies at all times.

5.4 Conflicts of Interest

- Proactively disclose any actual, perceived, or potential conflicts of interest.
- Avoid situations in which personal or professional interests could improperly influence decision-making.
- Ensure dealings with LFA are always in line with the Conflict of Interest Policy and for Board and Sub Committee members, the Board Charter.

5.5 Legal and Policy Compliance

- Abide by all applicable laws and regulations, including those governing charities and directors' duties (Board and Sub Committee members).
- Adhere to LFA's internal policies, including those related to governance, WHS, privacy, and risk management.
- Ensure decisions reflect both the letter and spirit of the law.

5.6 Gifts, Benefits and Hospitality

- Do not use director or member status for personal advantage or seek gifts or benefits from parties doing business with LFA.
- Declare any material personal benefit or hospitality received in connection with member duties, as per the Gifts and Benefits Policy.
- Ensure reimbursements are legitimate, reasonable, and approved in line with the Travel and Purchasing Policies.

5.7 Speaking Up and Whistleblowing

- Report any observed unethical, illegal, or improper conduct involving LFA business.
- Support a culture of transparency and accountability, in line with the Whistleblower Policy.
- Board, Sub Committee and Committee Members must encourage and model ethical behaviour at all levels of the organisation.

5.8 Enforcement and Accountability

- The Chair of the Board, Sub Committee or Committee is responsible for the interpretation, application and enforcement of this Code.
- Alleged breaches must be submitted in writing to the Chair.
- Penalties for breaches may include exclusion from discussions, censure, or removal from the committee.

- If the complaint concerns the Chair, the Deputy Chair will assume the role for enforcement purposes.

FOR BOARD OR BOARD SUB COMMITTEE

- Alleged breaches must be submitted in writing to the Chair. If unresolved, matters will be referred to a Board Subcommittee for investigation and recommendation (Board Members).
- Penalties for breaches may include exclusion from discussions, censure, or removal from office, as determined by the Board and in accordance with the Board Charter and LFA Constitution (Board Members).

6. REVIEW AND UPDATE

LFA welcomes feedback and suggestions regarding this Policy. The organisation reserves the right to revise or supplement this policy as needed.

7. RELATED DOCUMENTS

- Confidentiality Policy
- Conflict of Interest – Board, Sub Committee and Committee Policy
- Gifts and Benefits Policy
- Travel and Expense Policy
- Whistleblower Policy
- Board Charter (Board Members)