



Code of Conduct

Introduction

The Baird Institute's mission is to foster research and apply science to improve the outcomes for patients facing heart or lung surgery.

Our primary focus is to encourage and fund research to improve the surgical outcomes and quality of life for patients facing heart or lung surgery. The money raised funds research that directly improves the surgical techniques associated with heart and lung surgery. Improvements can include less intrusive procedures as well as techniques that improve survival rates.

The purpose of this code of conduct is to provide clear guidelines to all those associated with The Baird Institute as to the standard of behaviour, responsibilities, and best practice in fulfilling their obligations to the organisation

As a registered charity and a company limited by guarantee, The Baird Institute is required to meet a range of state and federal legal obligations which underpin this code of conduct. These obligations include corporations law, fundraising and charitable institutions legislation, privacy legislation, equal employment opportunity principles, occupational health and safety standards, anti discrimination legislation, intellectual property and copyright legislation and other codes of ethics.

Standards of behaviour

The Baird Institute is committed to the following standards of behaviour:

Research Excellence

Research Excellence underpins the culture of The Baird Institute. We are focused on growth, innovation and excellence in research and on making a difference in the community. Achieving success requires an integrated effort, and the recognition that many organisations and individuals contribute to this through our work, partnerships and alliances.

Honesty and Integrity

Managing conflicts of interest is key to maintaining our research integrity and building supporter and donor trust.

We do not participate in any activities that involve a conflict between our duties and responsibilities, or which are prejudicial to the integrity of the research and fundraising activities of The Baird Institute.

We also do not put ourselves in a position of conflict with the best interests of our donors or supporters which unfairly put the interests of one before another's, regardless of the nature or size of their relationship with us, be it personal or business.

We disclose any material interests we have in our supporters or donors.

We do not use funds, information or property of The Baird Institute for our own benefit, nor do we assist others in such behaviour.

We do not solicit or accept donations, money, gifts, favours or entertainment which might influence, or might appear to influence, our research independence and integrity and our ethical operation as an organisation.

Transparency

In all our activities, particularly our communications with the public, we will accord due respect to the dignity, values, history, religion, and culture of the people with whom we work.

Annual report

An Annual Report is produced and made available to donors, supporters and members of the public upon request. This report includes an accurate account of the use of all funds raised.

Fundraising

Fundraising solicitations are truthful; and accurately describe the work of The Baird Institute including research projects and the planned use of funds. We only make claims which the organisation can fulfill. There are no material omissions or exaggerations of fact, no use of misleading photographs, nor any other communication which would tend to create a false impression or misunderstanding.

Responsibility when using third parties

The Baird Institute will be responsible for all fundraising activities outsourced to a third party and will put all such contracts and agreements in writing.

Summary of information available

The Baird Institute has the following information publicly available and easily accessible:

- Annual Report
- Audited annual financial statements
- Statement of objectives and aims of The Baird Institute
- List of members of the board
- Contact details for the registered office

Finance and Administration

Internal financial controls

The Baird Institute has internal control procedures which minimise the risk of misuse of funds. Reporting mechanisms which facilitate accountability to supporters, donors and the general public are used. We have adequate procedures for the review and monitoring of income and expenditure.

Externally audited reports

The Baird Institute makes available the Annual Report, financial statements prepared in accordance with the Corporations Act and the regulatory requirements of the State of NSW.

Methods for audit

Full financial reports are audited by a qualified accountant who is a member of the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia. The auditor's statement accompanies the financial report in the Annual Report.

Use of funds

Donations are used as promised or implied in fundraising appeals or as requested by the donor. The Baird Institute will substantiate, upon request, that their application of funds is in accordance with donor intent or request.

Confidentiality

Protection of donors

In all fundraising activities initiated or authorised by The Baird Institute we will protect the privacy of our donors in line with the Privacy Act.

We respect a donor's right to:

- have their name deleted from mailing lists
- be informed whether those seeking donations are volunteers, paid staff or agents of The Baird Institute
- be informed about the causes for which funds are being raised
- obtain information on the administration of their donation

We treat as confidential The Baird Institute's business affairs and those of our donors, supporters and research partners. We comply with laws which govern the use and disclosure of information, including privacy laws.

We ensure that confidentiality is maintained and information is not misused. We do not encourage or pressure others to disclose confidential, sensitive or privileged information.

Professionalism

Professionalism is conduct which fosters and preserves our reputation as individuals and the reputation of The Baird Institute. It is more than simply conducting ourselves ethically. Professionalism involves the pursuit of excellence, as we strive to achieve the highest quality in our work.

At The Baird Institutes we must always act in an ethical and professional manner. If we compromise this principle, we may lose the respect and confidence of our colleagues, donors, supporters and research partners.