



1. Purpose

This document sets out the Code of Conduct (Code) expectations for Representatives associated with any of VAST's activities.

2. Objective

The Code is designed to ensure that all Representatives are aware of their obligations and responsibilities as part of, or representing the organisation. The Code aims to:

- ensure VAST's activities are aligned with its core values, mission and vision
- support VAST's Representatives to volunteer in an appropriate fashion across varied cultural landscapes
- serve as a reference point for decision making
- enable VAST to manage risk by reducing the likelihood of damaging behaviours.

3. Guiding principles

VAST's activities are delivered in varied locations, each with unique cultural norms and expectations. VAST's key values of respect, collaboration and empowerment should be upheld by all of VAST's Representatives. The Code does not set out to supersede nor replace existing legal and professional obligations of VAST's Representatives.

4. Scope

This document applies to all VAST office bearers, staff and volunteers associated with Vital Anaesthesia Simulation Training (VAST).

5. Dictionary

Term	Meaning
Representatives	All VAST office bearers, staff and volunteers associated with Vital Anaesthesia Simulation Training (VAST).

Fraternisation	<p>Any relationship that involves, or appears to involve, partiality, preferential treatment or improper use of rank or position including but not limited to voluntary sexual behaviour. It includes sexual behaviour not amounting to intercourse, a close and emotional relationship involving public displays of affection or private intimacy and the public expression of intimate relations.</p> <p>Where there are significant power imbalances at play (based on gender, age, ability, authority, social and economic inequality, etc.) the potential for exploitative transactional sex and fraternisation is heightened.</p>
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6. Code of Conduct

The expected behaviours of Representatives include, but is not limited to:

6.1 Personal conduct

VAST Representatives, particularly when working in low-and middle-income countries (LMICs), should consider themselves as invited guests. Volunteers should be tolerant, courteous and respectful. They should speak and behave with dignity, compassion and respect peoples' cultural beliefs and practices. Representatives should act in an ethical, honest and transparent manner to support VAST's vision, mission and values.

In host countries Representatives should:

- abide by all the laws and regulations of the host country
- observe any expectations of the local community in regards to their conduct
- avoid involvement in party politics and refrain from public comment and /or demonstrations on political, cultural and religious matters
- in particular, be mindful of the risks of terrorism and not participate in any activities that may have links, directly or indirectly with any terrorism-related individuals, groups, or activities
- respect the symbols of nationalism and religious practices
- not promote or attempt to convert any participants or persons in the host country to a particular religion or system of beliefs

Representatives should not smoke, nor conduct any of VAST's official activities whilst under the influence of alcohol. The possession or use of prohibited drugs, engagement in transactional sex and fraternisation are prohibited across the entire duration a Representative is engaged in a VAST activity, even in their leisure time. Representatives must promote the Rights of the Child as set out in the UN charter.

6.2 Professional conduct

All VAST volunteers are expected to act with integrity, honesty, respect and in co-operation with in-country partners. Representatives will:

- respect other health professional's training, knowledge and expertise

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- promote a safe learning environment, free from bullying, belittlement, prejudice and harassment
- aim to understand and respect the local contextual and cultural factors underlying the delivery of anaesthesia and perioperative care
- recognise that intimate relationships with colleagues pose potential role conflicts and are complicated by potential power differences
- aim to empower local educators and mentor the local faculty in order to promote sustainable ongoing delivery of VAST
- comply with VAST's policies and procedures
- support the decisions and the Directors of VAST's Board

6.3 Personal health and safety

6.3.1 Health

VAST Representatives accept responsibility for their own health and should aim to maintain good physical, psychological and emotional health, particularly when volunteering in LMICs. It is personal responsibility of each individual, not VAST as an organisation, to assess the potential risks and requirements for managing one's own health.

6.3.2 Safety

Representatives participate in VAST activities at their own risk:

- all projects will have a risk assessment performed, including an assessment on security. VAST will not undertake activities in areas with an Australian Government travel advisory of 'Do Not Travel'
- VAST cannot be held responsible or liable for accidents or injury incurred whilst undertaking VAST related activities
- in the event of kidnap, ransom or force majeure VAST will not be able to provide any compensation or assistance
- it is the personal responsibility of representatives to ensure coverage for personal travel insurance and professional liability insurance

6.4 Use of resources

The careful and effective use of VAST's financial and intellectual resources is central to the advancement of VAST's mission and vision. Therefore:

- activities must not be completed for personal gain, including the use of VAST's teaching and physical resources
- Representatives should disclose and take steps to avoid any conflicts of interest and act in accordance with VAST's Conflict of Interest Policy
- record keeping should be fair, accurate and non-deceptive
- handling of resources should be in accordance with VAST's Financial Control Framework and VAST's Anti-bribery, Fraud and Corruption Policy.

7. Procedure

It is essential that all VAST Representatives:

- read, understand and agree to the Code
- willingly accept it
- confirm their acceptance by signing the declaration at the end of this document.

A VAST Representative who suspects or becomes aware that this Code of Conduct

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is being or may be breached must report the matter to the VAST Managing Director. A breach of the Code may result in disciplinary action and/or termination of employment and may require a report to the appropriate external law-enforcement authorities.

8. Related and supporting documents

- VAST Conflict of Interest Policy
- VAST Record Keeping Policy
- VAST Counter Terrorism Financing Policy
- VAST Anti-bribery, Fraud and Corruption Policy
- VAST Financial Control Framework
- VAST Complaints Policy
- VAST Whistleblower Policy
- VAST Risk Management Policy

9. Document revisions

Version	Date approved	Summary of changes
v1.0	24 Oct 2020	

10. Declaration

I, <print full name>_____ acknowledge that I have read and understand VAST's Code of Conduct.

I acknowledge that as a Representative of VAST I will at all times adhere to this code.

I understand that a breach of the Code of Conduct may result in disciplinary action and/or termination of employment or engagement and may necessitate a report to external enforcement authorities.

SIGNATURE: _____ **DATE:** _____

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