

Purpose:

Edenhope & Districts Memorial Hospital (EDMH) manages its finances and assets in an ethical and accountable manner, meeting the requirements of the Standing Directions of the Minister for Finance 2016

The Financial Code of Practice sets the standards of conduct expected from EDMH employees.

It is to form part of the terms and conditions of employment.

The Financial Code of Practice is to be distributed as part of the induction process.

If any of the provisions contained within this Financial Code of Practice are not fully understood, employees should seek clarification from their departmental managers.

Employees are expected at all times to act in the best interests of Edenhope & Districts Memorial Hospital.

Matters considered to be included in the financial code of practice include:

1. Independence
2. Tendering
3. Procurement
4. Conflicts of interest
5. Use of credit cards
6. Personal relationships with customers and providers
7. Integrity
8. Accountability
9. Corporate opportunities
10. Confidentiality
11. Fair dealing
12. Protection and proper use of assets
13. Encouragement of the reporting of unlawful or unethical behaviour

EDMH may apply its disciplinary procedures against employees who are in breach of this code.

Target Audience:

All employees, volunteers, students and trainees

Definition:

Employee: refers to all workplace participants

CEO: Chief Executive Officer

VHIMS: Victorian Health Incident Management System used for recording all incidents and the management of these.

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Procedure:

1. Public Funds

EDMH acknowledges the responsibility it has for the administration of public funds. EDMH emphasises to the public, the Government and to its employees the importance it places upon propriety, financial control and honest administration. EDMH arrangements for the prevention and detection of fraud and corruption will be kept under constant review, and suspected irregularities will be investigated.

Where employees have direct responsibility for financial transactions, for example the ordering of goods and services on behalf of EDMH then they must be fully acquainted with their responsibilities under the Standing Directions of the Minister for Finance pursuant to Section 8 of the Financial Management Act 1994 and the Financial Management Regulations 1994 and comply with these.

2. Declaration of Financial and other Interests

Employees must declare any personal interests, which may affect or be affected by an EDMH transaction. Employees must not influence the awarding of any contract in which they have an interest. Employees who act as panel members in the interview and selection process must also declare any knowledge they have of candidates.

3. Financial Inducements, Gifts, Benefits and Hospitality

Conflict of interest: Workplace participants, including employees may not accept or provide gifts, benefits or hospitality that could give the impression that they will favour a particular person or organisation when making decisions or taking actions., Goods, vouchers or non-cost payments received from suppliers or agents (other than goods officially ordered) shall be declared in writing to an Executive Manager and/or CEO for inclusion on the Gifts Register. Approval must be gained from the CEO or delegate prior to using such gifts.

Small gifts and modest tokens of appreciation (not being inducements) that have an estimated value not exceeding \$50 may be acceptable. In areas of doubt, seek advice from an Executive Manager or CEO. Individuals who believe that gifts, benefits and hospitality with a perceived conflict of interest within EDMH, may not have been declared, or is not being managed appropriately should speak up and notify their Executive manager or CEO.

EDMH will take decisive action, including possible disciplinary action, against individuals who discriminate against or victimise those who speak up in good faith.

Further information is available from the Victorian Public Sector Commission website [Gifts, Benefits and Hospitality](#).

4. Secondary Employment

Employees considering taking up a second post should take into account whether this might conflict with their employment with Edenhope and District Memorial Hospital and should seek guidance from their Executive Manager and/or CEO.

5. Tendering and Procurement Process

All tendering and procurement activity must be compliant with the Victoria Purchasing Board's Guidelines, where applicable. [Victorian Government Purchasing Board Policies](#)

EDMH is obligated to purchase supplies through relevant state-wide contracts negotiated by Health Purchasing Victoria (HPV), unless a written exemption has been applied for and approved. [HPV supply contracts](#)

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6. Corporate Credit or Debit Cards

All usage of Corporate Credit Cards and Accommodation Charge Cards must be compliant with the Standing Directions of the Minister for Finance under the Financial Management Act 1994. Similar accountability processes need to be in place for use of corporate Debit cards also.

7. Use of Property, Facilities or Equipment

Employees of EDMH often have access to facilities and equipment such as computers, telephones, photocopiers and fax machines to use in carrying out their official duties. Excessive personal use of any EDMH equipment or removal of any property from the work place for any purpose is not permitted without departmental manager approval. Any use for personal gain is not permitted under any circumstances.

8. Confidentiality

Staff are expected to maintain and respect the confidentiality and privacy of financial information and other matters of a financial nature that they come across during the course of their employment. Unless authorised, staff are not to use confidential information for personal use or to benefit another third party/ies. (See also Privacy and Confidentiality Procedure)

9. Unlawful or unethical behaviour

Any employee who becomes aware of any actual or suspected instance of unlawful or unethical behaviour is required to report this to their Executive manager or the CEO as soon as practicable. Investigations are to be undertaken for any reports to determine appropriateness, or otherwise, of actions, review the integrity of routine procedures as required and make improvements.

Employees who are found to have acted in such a way will be subject to disciplinary procedures.

10. Reporting

All breaches to the Financial Code of Conduct will be reported on VHIMS (Victorian Health Incident Management System)

Evaluation:

Ongoing monitoring of breaches reported on VHIMS

Associated Documents:

Privacy and Confidentiality Procedure

Orientation Procedures

Fraud Prevention Procedure

Legislation, Acts and Standards:

Dept of Treasury and Finance Standing Directions of the Minister for Finance under the Financial Management Act 1994 (updated May 2012)

References:

Dept of Treasury and Finance Financial Management Compliance Framework (FMCF) – User Guide, 2006
Victorian Public Sector Commission Gifts, Benefits and Hospitality, Policy Framework October 2016

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Title: Financial Code of Practice

Department: Organisation Wide

Approved By: Chief Executive Officer

PROCEDURE



Contributors:

Role	Name	Position	Service/Program
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