

ACI Values and Behaviours Charter



ACI is committed to promoting a positive working environment where shared values and behaviours are lived every day. Our Values and Behaviours Charter has been developed by staff, and along with the NSW Health Code of Conduct provides the framework for our values and behaviours at ACI.

IN LIVING THESE KEY VALUES, WE WILL...

COLLABORATION

- Support and assist others and acknowledge that it's ok to ask for advice or support
- Share knowledge, information and lessons learnt
- Demonstrate teamwork and ensure an inclusive approach
- Celebrate success and 'wins' and acknowledge the good work of others
- Work together to achieve our strategic goals
- Be inclusive, work collaboratively and greet everyone equally
- Be proactive in asking how you can contribute, especially within networks and portfolios.

OPENNESS

- Express our views, share information and give feedback in a positive and constructive manner
- Actively listen to others in all discussions, meetings and communication
- Communicate clearly, honestly and transparently
- Act in a way that does not compromise the trust others place in us
- Act in a way that encourages people to raise issues and express opinions.

RESPECT

- Accept differences and promote and value the knowledge, experience, strengths, skills and contributions of others
- Demonstrate our commitment to equity for all
- Acknowledge people's workloads and competing priorities
- Consider the impact of our behavior and actions on those working nearby
- Acknowledge the concerns raised by others and actively contribute to their resolution
- Show consideration to others and make people feel valued and comfortable
- Interact politely, professionally and positively
- Respect that there are different points of view and allow others the opportunity to speak
- Listen actively and respectfully and give constructive feedback.

PROFESSIONALISM

- Take ownership and accept responsibility for our actions
- Be courteous and responsible in our appearance, language, behaviour, attitude and working environment
- Respond within timeframes and be punctual and communicate when this is not possible
- Demonstrate a positive 'yes we can' attitude and facilitate efficient and effective interaction
- Respond constructively and politely to requests
- Take time to prepare for meetings to make the most of people's contribution and our resources
- Present a consistent professional image and strive to improve by keeping our skills and knowledge up to date.

INNOVATION

- Embrace change and opportunity, and dare to do things differently
- Try new things, and evaluate and share the lessons learned from different approaches
- Maintain an open mind, and avoid having pre-conceived ideas
- Be inquisitive, creative and adaptable
- Be open to different approaches and courageous in pursuing new directions
- Positively challenge colleagues and the status quo, when the established process can be improved upon.