Conduct of Conduct (Ethics Policy) Template

**By-law: Code of Conduct**

*(Made pursuant to Clause X of the Constitution)*

**<Insert organisation name and acronym>** values the contribution made by members in progressing **<INSERT ACRONYM>’s** purposes both on its Board and its Committees and in general.

**<INSERT ACRONYM>** values:

**<insert Values if applicable>**

**<INSERT ACRONYM>** has a legal responsibility to ensure its workplace is safe for attending members, staff and contractors.

This Code has been adopted to prescribe a minimum standard of conduct expected of members when dealing with each other, with **<INSERT ACRONYM>** staff and in representing the organisation.

**1. Objective**

This Code aims to ensure all **<INSERT ACRONYM>** interactions are conducted with in line with its values and befitting the **<INSERT ACRONYM>** stature.

**2. Scope**

This Policy applies to all interactions involving **<INSERT ACRONYM>** members and any representative activities in which they are engaged on behalf of the Association.

**3. Out of scope**

This Policy does not apply to:

1. any obligations incurred by members acting within their professional employment;
2. any matters not connected to the **<INSERT ACRONYM>**, or
3. any legal matters, including work health and safety matters (other than by reference to expected standards of behaviour). However, conviction of a serious offence may result in termination of membership.

**4. Definitions**

In this Code:

***Member***has the meaning given to that term in clause X of the Constitution and includes:

* <Insert classes of membership>

**5. General principles**

5.1 General conduct

When engaged with **<INSERT ACRONYM>** matters or activities, members are expected to:

1. act in the best interests of **<INSERT ACRONYM>**;
2. act with a high degree of professionalism, integrity, and mutual respect;
3. treat other members, staff, office-bearers, and clients of the organisation with respect, refraining from aggressive, abusive, harassing or bully behaviours whether in person or on electronic platforms;
4. not discriminate on the basis of, including but not limited to: race, disability, gender identity, age, religion;
5. act in a manner so as not to bring the organisation or its mission into disrepute; and
6. engage with other members and staff in a positive and constructive manner.

5.2 Regulatory compliance

When dealing with **<INSERT ACRONYM>** matters, members must comply with:

1. when on the **<INSERT ACRONYM>** premises or performing **<INSERT ACRONYM>** duties, all **<INSERT ACRONYM>** By-laws and policies as notified or as reasonably inferred as relevant, and
2. all relevant laws and regulations.

5.3 Confidentiality

Confidential information is proprietary and valuable, and unauthorised disclosure may cause the **<INSERT ACRONYM>** damage.

In performing their role or interacting with **<INSERT ACRONYM>**, members may receive or have access to **<INSERT ACRONYM>** confidential information. In this context, confidential information includes all non-public **<INSERT ACRONYM>** information. Unless explicitly stated otherwise, all **<INSERT ACRONYM>** information is deemed confidential.

Accordingly, members in receipt of **<INSERT ACRONYM>** information must keep it confidential, and only use or disclose it as necessary for the purpose it was obtained for, or as authorised.

5.4 Conflicts of interest

When dealing with **<INSERT ACRONYM>** matters, members must comply with the **<INSERT ACRONYM>** *Conflict of Interest Policy*, as updated from time to time.

5.5 Representation

When acting as an official representative of **<INSERT ACRONYM>** shall represent the views and positions of the organisation, not their personal views.

5.6 Proper use of authority

Members may be delegated authority by the **<INSERT ACRONYM>** Board, or the ‘Executive Officer’. Such individuals must always ensure they act within this delegated authority for appropriate purposes.

No individual may use their position, their authority or any information received to obtain an advantage for themselves or detriment for others.

Importantly, proper functioning of **<INSERT ACRONYM>** requires adherence and respect to proper lines of communication, workflow, and delegation. Outside of any express delegated authority, individuals must not direct other **<INSERT ACRONYM>** members, the ‘Executive Officer’ or any staff or contractor to perform any work or perform work in any particular matter.

5.7 Compliance with the Code

Members are required to comply with the spirit and the letter of this Code. Failure to do so may result in disciplinary action.

Date:

Approved by Board