



COMMITTEE CODE OF CONDUCT & ETHICS

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| By-Law No.: | 02 | Version No.: | 01 | Review Date: | 03 Mar 2022 | Approval Date: | 03 Mar 2022 |
| President: | Vicki Reid | | | Signature: | | | |
| Secretary: | John Howard | | | Signature: | | | |

This By-Law has been passed by a majority of not less than three fourths of the members present and voting in person or via proxy in a General Meeting. This policy should be read in conjunction with the Club Constitution and other relevant Regulations, Codes, Policies, and Documents

1. Purpose

This Code of Conduct and Ethics specifies standards of ethical conduct for members of Knox Obedience Dog Club Incorporated (the Club) committees. It places obligations on members to practice and work in an objective and cooperative manner and realise the impact on both individuals and on the broader organisation, which are dependent upon their judgement.

2. Commitment

I took up this position to work for something larger than myself. I will carry out this work honestly and in fairness to everybody involved, placing the interests of the Club before my own.

When acting in my capacity as a committee member for the Club I will:

- pursue as my highest priority the fulfilment of the Club's objectives, statement of purpose, vision, mission, values and promise;
- encourage my committee undertakes its activities and deals with issues / problems / concerns in a consistent, prompt, fair, and non-discriminatory manner;
- promote the Club's interests and protect its reputation;
- consider the interests of the Club's stakeholders, our members, our affiliates, our volunteers, and the society and the environment in which the Club operates; and
- always adhere to the Club Behaviour Policy.

2. Conscientiousness

I understand my responsibilities and will do my job fully to the best of my ability, and without reservation.

When acting in my capacity as a committee member for the Club I will:

- keep informed about issues affecting the Club that relate to the role of the committee I am a part of;
- exercise independent judgement on the issues before me;
- seek out the information necessary to support the exercise of my judgement;
- perform my duties with integrity, honesty and equity while adhering to the Club's Constitution, Rules, Regulations, Codes of Practice, Policies and Procedures;
- act with due care and diligence, in the best interest of the Club;
- provide advice, express opinions, and make statements in an honest, objective, impartial and efficient way, and consider the reasonably foreseeable consequences of that advice; and
- invest the time and effort required to fulfil the responsibilities of my position by reading materials, participating fully in meetings, and carrying out any duties assigned by the Club.

Committee members should ensure that resources, funds, or equipment, under their responsibility, are used effectively and economically for the purposes of fulfilling the Club's objectives. They are not to be used for personal business, or any other reason not approved by the Executive Committee.

3. Community

I will treat the people involved with the Club respectfully, fairly and without prejudice.

When acting in my capacity as a committee member for the Club I will:

- oppose prejudice, address disadvantage, and promote diversity;
- treat colleagues, members, affiliates, volunteers, and the community with courtesy and respect;
- refrain from any form of conduct that may cause offence or embarrassment to other committee members, other members and volunteers of the Club; and



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- d. refer any request for public comment, public statement, or public disclosure of official information to the President or Executive Committee.

4. Compliance

I will work within the law, and within the Constitution, Rules, Regulations, Codes of Practice, Policies and Procedures, and I will make sure that the Club does too.

When acting in my capacity as a committee member for the Club I will, to the best of my ability and within the bounds of my authority:

- a. ensure the business of the Club is conducted honestly and complies with all laws and any contractual obligations.
- b. ensure to the best of my ability that the Club is complying with all applicable state & national standards and legislations;
- c. ensure that I do not engage in any illegal or improper practice;
- d. ensure that the Club is managing potential risks effectively;
- e. observe the provisions of the Club's Constitution, Rules, Regulations, Codes of Practice, Policies and Procedures; and
- f. ensure work undertaken by people under my direction is competently performed and honestly and reliably reported.

A member of the committee may become aware of another member or affiliate breaching the Constitution, Rules, Regulations and/or Codes of Practice, an employee / or other organisation breaching these and/or policies and procedures or legislation relevant to their role with the Club.

How the member of committee responds to this situation will be determined by the nature of the relationship (if any) they have with the person or entity.

Where the person is a member or affiliate known to the member of the committee, the committee member may discuss the problem with the person and point out the problem, potential consequences, and member's ethical (and perhaps legal) responsibilities.

If the issue has arisen at a VCA affiliate event, the committee member may raise the issue with the VCA Representative for dealing and inclusion in the report. If there is no action, the committee member may raise the matter via the committee minutes as an item for the Executive Committee. Before doing so, the member may seek advice from colleagues on Executive Committee or other relevant parties.

The committee member may be also protected by relevant state territory legislation, e.g. the Whistleblowers' Protection Act 2001.

5. Conflicts of Interest

In my dealings with the Club, I will be honest and open and will not take any advantage of my position on the committee. At no time while acting in my capacity as committee member will I:

- a. place my own interests, or the interests of any other person or body, before the interests of the Club, or so act as to give the appearance of any such conflict;
- b. enter any financial relationship with or on behalf of the Club without the approval of the Club's Executive Committee, in whose deliberations on that issue I will have taken no part; or
- c. through my own conduct bring the Club into disrepute.

Committee members must clearly separate their personal interests from the interests of the Club. If a member of the committee recognises a conflict of interest between their official duties and personal interest, they should declare the conflict in writing to ensure they act in the Club's best interest. These should be disclosed immediately, and the member should disqualify themselves from dealing with the matter and excuse themselves from discussions where the matter is dealt with. If other members of the committee query a possible conflict of interest with another member of the committee, and this is unable to be resolved between the two members, this should be raised with the committee chairperson for determination.

6. Confidentiality

I will keep confidential all matters that have been entrusted to me as sensitive or confidential. Conversely, I will freely tell anyone anything they are entitled to know.

When acting in my capacity as a committee member for the Club I will:

- a. preserve, where appropriate, the confidentiality of the Club's business;
- b. respect the confidentiality and protect the privacy of the Club's members, sponsors and others with whom we do business, and only reveal such information to others with the consent of the person(s) or organisation(s) or their authorised representative(s); and



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- c. ensure that all confidential or sensitive documents cannot be accessed or read by people not authorised to do so, and where possible hand-delivered to be tabled at an appropriate meeting rather than being circulated; and
- d. recognise my accountability to the Club's members and provide all information on the Club's performance necessary to give meaning to that accountability.

Committee members should always act in the interest of the Club and its members regarding official information and issues of confidentiality. Official information must never be used to gain benefit or advantage for any person. the Club has a formal Privacy and Confidentiality Policy, and committee members should read it on commencement in their roles. The Policy outlines rules and guidelines to ensure that all rights to privacy and confidentiality are respected and that each member and committee member, is protected.

Avoid sending confidential information by e-mail. If you do, you must secure the information by including it in a Microsoft Word or Excel file and protecting it with a password, then provide the recipient with the password by means of other communication, for instance by telephone.

7. Communication

I will make sure I know what the Club does, and why, and I will promote it.

When acting in my capacity as a committee member for the Club I will:

- e. communicate the significance of the Club's mission, strategy, and culture to members, stakeholders, and the public; and
- f. share where appropriate with other members the insights and practices I have developed in the course of my activities with the Club.

I, _____ being an appointed member of the Club Committee,
hereby acknowledge that I have read, understand, and will always comply with this the Club COMMITTEE CODE OF
CONDUCT & ETHICS whilst being on the committee.

Signature of Committee Member: _____ Date: _____