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CODE of CONDUCT AGREEMENT – BOARD MEMBERS

This agreement stipulates the standards and expectations for the conduct of Board Members. All Board Members are required to sign and adhere to the Code of Conduct.

The Code of Conduct includes reference to conduct that, if it occurred, would be in breach of Section 39A of the Associations Incorporation Act (SA) 1985 Act, Duties of Officers. In addition to the legislated obligations, Board Members are also required to adhere to a range of standards and expectations regarding their behaviour and actions.

Board Members are required to read, sign and return this agreement prior to taking up their position as a Board Member. If a signed copy of the Code of Conduct is not returned within 3 months of the Board Member's election to the Board, their position will be vacated and the Board may co-opt an eligible person to fill the vacancy. In the event of this occurring, the membership will be advised that the elected Board Member will not take up their position on the Board.

Board Members are required to read, sign and return any future amended versions of the Code of Conduct within 1 month of the amended version being endorsed by the Board at a duly convened Meeting. Board Members who fail to comply will vacate their position on the Board and the Board may co-opt an eligible person to fill the vacancy.

As a Board Member of Enhanced Lifestyles Incorporated I agree to uphold the standards and expectations detailed below:

1. I will conduct myself and behave in ways that demonstrate respect for fellow Board Members and general members of the Association.
2. I will, in my dealings with employees of the Association, conduct myself and behave in ways that demonstrate respect for their roles and positions.
3. I commit to keeping my role as a Board Member distinct from my status as a customer of the organisation and will seek and accept support and advice in maintaining this distinction when needed.
4. I will fulfil my obligation to attend scheduled meetings as required whenever possible and will ensure that I am prepared for meetings by familiarising myself with the agenda items and the documentation provided to me.
5. I will always act honestly, in good faith and in the best interests of the organisation as a whole.

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6. I will use due care and diligence in fulfilling the functions of office and in exercising any of the powers attached to that office.

7. I will always operate within the legislative, policy and procedural obligations and boundaries that apply to the Association, my role as a Board Member and the work of the organisation.

8. I will always use the powers of office for proper purposes and not for my own material or personal gain or to the gain of family, friends or colleagues.

9. I will not harass, bully, intimidate or influence any Board Member in any way especially on matters tabled for a vote. I will speak up against any Board Member who demonstrates such behaviour.

10. I will not make improper use of information acquired in the course of fulfilling my role as a Board member.

11. I will ensure that information deemed confidential will be kept in confidence and will not disclose or discuss confidential information with any person who is not authorised to have knowledge of that information.

12. I will ensure that documentation provided to me in the course of my duties (e.g. minutes of Board Meetings, financial reports, members details, employment contracts etc) is kept securely so that there can be no unauthorised access to the documentation and the contents therein.

13. I will not allow personal interests or the interests of any associated person to influence my decision making.

14. I will not use my position as a Board Member to gain additional favour, support or benefit for myself as a customer of the organisation.

15. I will not use my position as a Board Member to gain additional favour, support or benefit for customer/s of the organisation based on my personal relationships, connections or other motivation beyond that which is due to them as determined by organisational policy, service delivery principles and their service contract.

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16. I will not use my position as a Board Member to deny or attempt to reduce the support provided to a customer or customers of the organisation based on my personal relationships, connections or other motivation beyond that which is due to them as determined by organisational policy, service delivery principles and their service contract.

17. I will maintain my focus as a Board Member primarily on governance matters and will not involve myself in matters that are primarily managerial, administrative or part of service delivery procedures unless the matter is part of a complaints process requiring the Board's attention or intervention, or a matter concerned with the performance of the Chief Executive Officer, or a matter of organisational policy within the purview of the Board.

18. I will declare any interest, especially pecuniary interest and any actual, potential or perceived conflict of interest prior to a discussion on matters before the Board and will not participate in a vote on a matter in which I have a pecuniary interest or an actual conflict of interest. I will respect my fellow Board Members' right to also determine if I can or cannot be present at and participate in any discussion on the matter.

19. I acknowledge and commit to fulfilling my obligation to be independent in judgement and action and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board.

20. I shall not act or behave in ways that are likely to bring discredit to the organisation.

21. I will comply with the spirit, as well as the letter, of the law.

22. I will act in a manner that promotes the reputation and professional operations of Enhanced Lifestyles.

23. I will do all in my power to ensure that the Board complies with the Constitution and that all meetings and other operations are conducted within the boundaries of the Constitution and the Associations Incorporation Act (SA).

24. I acknowledge and accept that the financial and physical resources of the Association are not to be utilized by me or other Board Members for personal reasons beyond that which is part of my or their service support contract or agreement with the organisation.

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25. I will report any evidence or information I receive that a member of the Board is committing or has committed fraud, acted unethically, dishonestly, in contravention of the Associations Incorporation Act (SA), the Constitution or this Agreement to the relevant person or authorities.

26. I will inform the Board if at any time I am no longer eligible to be on the Board under Section 30 of the Associations Incorporation Act (SA) and will report evidence or information that any other Board Member is not eligible to be on the Board under Section 30 of the Act.

In signing this Code of Conduct I understand that a breach of one or more of the standards and expectations contained herein may warrant an investigation, which may result in reprimand, sanction, suspension or disqualification from the Board, criminal charges and/or fees, fines and penalties (including imprisonment) under the Associations Incorporation Act. I also acknowledge that if a crime is committed the matter will be reported to the Police for investigation.

Name: _____

Signature: _____

Date: _____

Office use only

Date on which the Code of Conduct was provided to Board Member / / 20

Date on which the signed Code of Conduct was returned / / 20