



## **CODE OF CONDUCT FOR NSWFCA INC.**

This Code of Conduct is intended to guide NSWFCA INC. members to identify and resolve issues of ethical conduct that may arise in their membership. It is designed to guide members in their dealings with colleagues, others and the Association. The Code is written as a set of general principles rather than detailed prescriptions. The Code stands beside but does not of course exclude or replace the rights and obligations of members under common law.

The Association is a complex organisation comprising a diversity of entities that have different relationships to one another. It is essential in such a community that all members recognise and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the Association itself.

Every member of members of NSWFCA INC. has three primary obligations:

- a duty of care to observe standards of equity and justice in dealing with every member of the Association
- an obligation to the Association in terms of responsible stewardship of its resources and protection of its reputation in the wider community
- an obligation to act appropriately when a conflict arises between a member's own self interest and duty to the Association. Where such conflict does or may arise, the issue should be disclosed to an appropriate officer of the Association and wherever feasible the member play no role in decision-making that might be associated with that issue.

When a member, whose position or role entails management duties, is notified or becomes aware of a conflict or potential conflict of interest, his or her duty is to:

1. inform the member involved of the provisions of the Code of Conduct as a basis for deciding on an appropriate way to handle the issue;
2. where appropriate, notify the matter to a more senior colleague for further attention.

With respect to their duty of care, members should:

- treat other members with respect
- not allow personal relationships to affect professional relationships
- refrain from all forms of harassment
- give due credit to the contributions of other members

- refrain from acting in any way that would unfairly harm the reputation of other members
- consider the desirability of intervening constructively where a colleague's behaviour is clearly in breach of this code, and be prepared to report any suspected fraud, corrupt, criminal or unethical conduct to an appropriate officer of the Association
- consider the impact of decisions on the well-being of others
- respect individuals' rights to privacy

With respect to their obligation to the Association, members of members should:

- refrain from representing themselves as spokes-persons for the Association unless authorised to do so
- refrain from representing themselves as acting for, or on behalf of, the Association when undertaking any outside work
- refrain from engaging in any outside work that would compromise their integrity and independence
- avoid improper use of the resources of the Association for private gain or the gain of a third party
- foster camaraderie among members of the Association community.

With respect to conflicts of interest, members:

- should take suitable measures to avoid, or appropriately deal with, any situation in which they may have, or be seen to have, a conflict of interest arising out of their relationship with another members.
- must take care that their financial and other interests and actions do not conflict or seem to conflict with the obligations and requirements of their Association position.