



Code of Conduct for Apollo Bay Chamber of Commerce

- **Honesty.** Committee Members should act honestly, in good faith and in the best interests of the Chamber as a whole.
- **Respect.** Committee Members are obliged to treat colleagues, employees and other stakeholders with respect, courtesy, honesty and fairness, and have proper regard to their interests, rights, safety and welfare.
- **Harmonious.** Committee Members are obliged to contribute to a harmonious, safe and productive board environment through professional relationships and support a positive, collegiate culture.
- **Involved.** Committee Members regularly attend Board meetings and are actively involved in matters before the Board and consider the financial, strategic and other implications of Committee decisions.
- **Care and Diligence.** Committee Members have a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office. This includes preparation for meetings.
- **Financial.** Committee Members should take the time to understand financial reports and other financial material that comes before the Committee. At all times, be aware of the financial position of the chamber and act in a financially responsible manner.
- **Social and wider Media.** Committee Members will not make negative social or general media comments on Chamber matters, or any work associated with The Chamber under any circumstances. Breach of this requirement will result in instant removal from the Committee.
- **Independence.** Committee Members have an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the board of directors.
- **Decisive.** Committee Members seek and consider all relevant information and ignore irrelevant information. They base their decisions on the best information available at the time, seek further information if

necessary, and accept responsibility for their actions.

- **Best Interest of the organisation as a whole.** Committee Members should use the powers of office for a proper purpose, in the best interests of the organisation as a whole.
- **Responsibility to the organisation.** Committee Members should recognise that the primary responsibility is to the Chamber as a whole but may, where appropriate, have regard for the interest of other stakeholders. Chamber members are expected to support, adhere to and not contradict the formal decisions of the board made in its meetings.
- **Use of Information.** Committee Members should not make improper use of information acquired as a member. This includes not making any unauthorised public statements regarding the business of the chamber.
- **Use of Position.** Committee Members should not take improper advantage of their position on the Committee of Management.
- **Conflict of Interest.** Committee Members should properly manage any conflict with the interests of the Chamber. Conflicts of interest should be declared to the Committee of Management as soon as the member in question becomes aware of such conflict. Committee Members will not join a Board or Committee where they, or their fellow directors, consider that the impartiality of their decisions and/or responsibility to the organisation, may be compromised or would reasonably be perceived to be compromised.
- **Confidential Information.** Confidential information received by Committee Members in the course of the exercise of directorial duties remains the property of the company from which it was obtained, and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by that company, or the person from whom the information is provided, or is required by law.
- **Conduct.** Committee Members should not engage in conduct likely to bring discredit upon The Chamber of Commerce.
- **Spirit of the code.** Committee Members have an obligation, at all times, to comply with the spirit, as well as the letter, of the law and with the principles of this Code. A failure to comply with this Code of Conduct may result in a Member being removed from the Committee of

Management.

I hereby acknowledge that I have read and understood the Code of Conduct and have had the opportunity to have clarification on any and all points therein. I agree to be bound by the terms of this Code of Conduct.

Name:

Signature:
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Date: