

# SANDRINGHAM & DISTRICT HISTORICAL SOCIETY INC.

## CODE OF CONDUCT

The Code of Conduct is the standard of behaviour governing the Committee of Management of Sandringham & District Historical Society Inc. (the Society), its members and volunteers. All persons meeting the above criteria must act in accordance with the Code.

During the course of their participation with the Society, a person referred to above must:

- Engage in respectful behaviour towards all persons encountered
- Behave with honesty and integrity
- Not behave in a manner prejudicial to the Society
- Act with care and diligence
- Treat everyone with respect and without harassment, victimisation or discrimination
- Comply with all applicable Australian law. Australian law means any State or Territory Act or instrument under an Act.
- Comply with any lawful and reasonable direction given by a person having authority to give the direction.
- Maintain appropriate confidentiality relating to information acquired in the course of his or her activities with the Society.
- Disclose, and take reasonable steps to avoid, a conflict of interest in connection with his or her activities with the Society.
- Use Society resources in a proper manner
- Not knowingly provide false or misleading information in connection with his or her activities with the Society.
- Not make improper use of:
  - a) information gained in the course of his or her association with the Society.
  - b) the person's duties, status, power or authority
    - in order to gain, or seek to gain, a gift benefit or advantage for the person or for any other person.
- Declare a gift in the course of his or her association with the Society or in relation to his or her position within the Society.
- At all times behave in a way that does not adversely affect the integrity and good reputation of the Society.
- Comply with any other conduct requirements that is prescribed by the Society Rules.
- Not speak publicly in the name of the Society without the approval of the President and/or Committee of Management

Committee of Management members have the following additional responsibilities:

- Each Committee member takes individual responsibility to actively contribute to all aspects of the Committee's role and functions as set out in the Rules governing the Society and any Policies adopted by the Committee of Management from time to time.
- Each Committee member, as a minimum, must become familiar with and comply with the following fiduciary duties of the Committee.
  - The duty of care and diligence
  - The duty to exercise powers in good faith in the interest of the Society as a whole and for a proper purpose.
  - The duty not to misuse information or the position as a Committee member. The fiduciary duties at common law including the duty to avoid conflicts of interest
- The Committee and volunteer members will speak with one voice outside the Society by supporting, adhering to and not contradicting the formal decisions of the Committee made in its meetings. If conduct transgresses these provisions, the Committee will seek to mediate differences by respectful communication through a third and impartial party.