

## C5: Code of Conduct

Date of endorsement: April 2021  
Date last reviewed: March 2024  
Date of next review: March 2027

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### Prelude:

The following sets out the fundamental principles that guide the actions of all Committee of Management members, employees and volunteers at Port Fairy Community House.

### 1. Commitment

Members of the Port Fairy Community House (the House) when acting in their capacity as either Committee of Management member, employee or volunteer shall:

- Pursue as their highest priority the fulfilment of the House's mission
- Promote the interests of the House itself
- Consider the interests of the House's stakeholders, its clients, its consumers, its employees, and the society and the environment in which it operates.

### 2. Compliance

Members acting in the capacity as a Committee of Management member, employee or volunteer members shall:

- Ensure to the best of their ability and within the bounds of their authority that the House is observing sound financial practices and managing potential risks effectively, and is, at all times, in its dealings with other parties capable of meeting its legal and financial obligations
- Ensure to the best of their ability that the organisation is complying with all applicable federal, state and local legislation and regulations.
- Observe the provisions of the House's constitution, its bylaws, its standing orders and its policies.

### 3. Conflict

Members acting in their capacity as a Committee of Management member, employee or volunteer shall not:

- Place their own interests, or the interests of any other person or body, before the interests of the House or so act as to give the appearance of any such conflict
- Enter into any financial relationship with the House without the approval of the Committee of Management, in whose deliberations on that issue they have taken no part
- Through their conduct bring the House into disrepute.

### 4. Confidentiality

Members acting in their capacity as a Committee of Management member, employee or volunteer shall:

- Preserve the confidentiality of the House's business
- Protect the privacy of the House's employees, clients and customers
- Recognise their accountability to the House's members, and provide all information on the House's performance necessary to give meaning to that accountability.

## 5. Conscientiousness

Members while acting in their capacity as Committee of Management member, employee or volunteer shall:

- Exercise independent judgement on the issues before them
- Provide themselves with the information necessary to support the exercise of their judgements
- Invest the time and effort required to fulfil the requirements of the position by reading the materials, participating fully in meetings, and carrying out any assigned tasks.

## 6. Communication

Members while acting in their capacity as a Committee of Management member, employee or volunteer shall:

- Undertake education to maintain their information and skills base, as well as the qualifications needed to oversee the affairs of the House effectively
- Communicate the significance of the House's mission, its strategy, and its culture to members, employees, stakeholders and the public

## 7. Community

Members while acting in their capacity as a Committee of Management member, employee or volunteer shall:

- Observe and promote the human rights of all persons touched by the work of the House
- Oppose prejudice, address disadvantage and promote diversity in all aspects of the governance and the management of the House
- Treat colleagues, clients and the community with courtesy and respect.

Reference: The Institute of Community Directors Australia