



Policy Name	Code of Conduct
Version No.	V1
Approved by Board on	9 February 2016
Review Dates	February 2018, 2019, 2020
Amendment Dates	

## Code of Conduct

### Board Members

In conducting the business of Southern Tablelands Arts Inc. Board Members must:

- perform their duties in a professional and responsible manner, conducting themselves honestly and carefully at all times;
- keep themselves informed of the business of the organisation in particular the Strategic Plan and financial status of the organisation;
- make reasonable decisions and actions that are appropriate to the circumstances and which are based on consideration of all relevant facts and supported by adequate and relevant documentation;
- act in the organisation's best interests and be fully aware of when their own interests may conflict with those of the organisation;
- be aware of their roles and responsibilities to the organisation;
- understand that the organisation is in receipt of funds from state, federal and local government sources as well as commercial entities and of the responsibility to be fully accountable for the expenditure of those funds;
- not accept any gift or benefit that is intended to, or likely to, influence their decisions or voting method;
- advise the President if they believe they have been offered a bribe or inappropriate attempts have been made to influence their decision-making.

### Staff

In conducting their duties at Southern Tablelands Arts Inc. staff are expected to:

- publicly and privately support the organisation, the board and each other, acknowledging the strengths and weaknesses of others and acting with courtesy and respect;
- act honestly and in good faith at all times in the interests of the organisation and objects, ensuring that all stakeholders, particularly those who are recipients of services, are treated fairly according to their rights;
- perform their duties as best they can, taking into account their skills, experience, qualifications and position;
- act in a safe, responsible and effective manner;
- be punctual and reliable in their attendance and adhere to the prescribed and authorised hours of duty;
- comply with the prescribed terms and conditions of their employment / engagement;
- record their attendance for duty in the manner prescribed;
- notify the organisation of any inability to attend duty as early as possible so as not to inconvenience others or delay the work of the organisation;
- carry out their duties in a lawful manner and ensure the organisation carries out its business in accordance with the law, and recognise both legal and moral duties of their role;
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- respect and safeguard the property of the organisation, the public and colleagues and observe safe work practices so as not to endanger themselves or others;
- maintain confidentiality regarding any information gained through their work and not divulge personal information or the address or phone numbers of staff, Board or service users;
- ensure that all transactions, agreements and records that flow from relationships with the organisation's stakeholders will be accurately and openly recorded in the organisation's books and records and no entries will be made which obscure the true nature of the transaction;
- ensure that Southern Tablelands Arts Inc. will market its services with integrity and accuracy;
- ensure that personal and financial interests do not conflict with the duty of the organisation.
- undertake no personal or business activities for personal gain while at the organisation or while conducting business of the organisation. Procedures associated with such activities will not be carried out on the organisation's computers without open and express permission of a higher authority.
- work within the organisation's policies and principles.

### Relevant documents

Constitution – adopted 9 September 2014

Staff Fortnightly Timesheet