**Sample Code of Ethics and Conduct**

(Organisation Name) operates under a committee structure. Your appointment to this committee will assist [Organisation Name) to achieve its aims, and your contribution is greatly appreciated.

As a member of the committee, you have agreed to undertake a number of responsibilities. This Code of Ethics and Conduct is designed to clarify what is expected of committee members.

Please read and sign the Code of Ethics and Conduct to demonstrate your agreement.

As an elected member of the [Organisation Name) committee/board, I will:

**Commitment**

* Support the fulfilment of the (Organisation Name) vision and mission: *[Insert vision and mission]*

**Compliance**

* Observe the rules of the organisation, including those set out in the constitution and any others set by the committee.
* Comply with all applicable federal, state and local legislation and regulation.
* Observe sound financial practices and manage potential risks effectively.
* Follow the policies and procedures set out in the organisation’s policies and procedures manual.

**Conflicts**

* Place the interests of the service before my own, and any other person or body.
* Not act on matters without the consent of the committee, including any financial relationships, without prior approval, or interfere in the day-to-day operation of (Organisation Name), unless requested.
* Follow any grievance procedures set down by the committee to resolve any conflicts with staff, or members of the service.
* Represent (Organisation Name) and its members in a positive and professional manner, and will not bring the organisation into disrepute because of my own actions.

**Confidentiality**

* Not discuss confidential issues with people outside (Organisation Name), with staff, or members of (Organisation Name) without the consent of the committee.

**Conscientiousness**

* Exercise independent judgement on the issues presented to me, and undertake my own research, if necessary, to allow me to do so.
* Prepare for meetings by reading reports, minutes or other information provided prior to, or during, the meeting.
* Contribute to decision-making by actively participating in meetings.
* Attend scheduled committee meetings and training, whenever possible. If unable to attend, I will send apologies prior to the meeting and keep informed of business missed.

**Communication**

* Share the significance of (Organisation Name) mission, strategy and culture to its members, staff, other stakeholders and the public.
* Communicate with other committee members any information or insights that would help the committee to oversee the affairs of (Organisation Name) more effectively.

**Community**

* Oppose prejudice, address discrimination and promote diversity in all aspects of the governance and management of the service.
* Treat colleagues, members and the wider community with courtesy and respect.

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Committee member name

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Committee member signature

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President signature