Australian Men's Shed Association New South Wales

Code of Conduct

Adopted 29 July 2019

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1. Purpose of application.

1.1 Purpose of this code.

This Code of Conduct sets out the ethical standards and rules of the AMSA NSW State Association and provides a framework to guide compliance with legal and other obligations. The NSW State Association believe that commitment to this Code of Conduct will maintain the confidence of any stakeholders and men's sheds in the NSW/ACT Region.

1.2 Application

(a) Subject to the AMSA NSW State Constitution, Bylaws, and all applicable laws, this Code of Conduct applies to all members of the State Association.

(b) It is essential that each member is familiar with this and abides by the rules provided for in this Code of Conduct.

(c) The Association also expects each member to abide by all laws and conduct themselves in all dealings with or on behalf of the Association with the highest ethical and moral standards.

(d) This Code of Conduct charges each member with the responsibility to report unethical conduct.

1.3 Association's values and commitments.

(a) The AMSA NSW insists on honesty and integrity in all its dealings including its dealings with stakeholders.

(b) Members must act in good faith, in the best interest of the AMSA NSW and in accordance with the policies and procedures relating to any role held within the Association.

2. Code rules

2.1 Avoid conflict of interest.

(a) Any Conflict of Interest should be avoided and if it does occur it should be disclosed immediately.

(b) A conflict of interest may arise where a member has a personal or commercial interest, which may interfere or appear to interfere with the interest of the AMSA NSW or the AMSA as a whole. There may be a conflict of interest, for example, if a member or their family have a personal or commercial interest, which may influence the member in

the performance of their duties and responsibilities such that their loyalties are divided.

(c) A member must not allow personal interest or the interest of family or friends to conflict with the interest of the AMSA NSW or the AMSA as a whole. Members must avoid participating in decisions and activities, which may conflict with their duties and responsibilities to the AMSA NSW or the AMSA as a whole.

(d) The approval of the AMSA NSW is required before accepting a Directorship or position in any otherAssociation, business or organisation as Director, agent, employee, consultant, whether paid or unpaid, which may, or may be seen to give rise to a conflict of interst.

(e) Any member involved in a conflict or possible conflict must advise the AMSA NSW Secretary, as soon as possible, and include the subject matter and specific details relating to the potential or actual conflict of interest.

(f) Where a member is involved in a conflict they must not take part in any decision making process of the AMSA NSW relating to that conflict.

2.2 Use corporate opportunities and other benefits properly.

(a) Members must not use the AMSA property, information, position or opportunities, which arise from these to improperly gain benefit for themselvesor for another party.

(b) Members have an obligation to avoid all financial, business and other relationships which may be opposed to the interests of the AMSA NSW or which may place them in a competitive position with AMSA NSW.

(c) AMSA NSW has a strict policy not to offer or accept secret commissions or bribes to further its business interests. Members must not offer or accept any money, opportunity or other benefits of any kind, which could be interpreted as an inducement, secret commission or bribe.

(d) Care must be exercised in accepting hospitality or gifts over and above that required for the normal conduct of business or which may compromise impartiality.

(e) All work performed while a member of the AMSA NSW belongs to the AMSA NSW.

2.3 Respect confidentiality.

(a) Members must take great care to ensure the integrity and security of all of the AMSA NSW confidential and private information.

(b) Confidential information is non public information, which relates to the affairs of the AMSA NSW and its members, shedders and suppliers. It

may include the AMSA business strategies, marketing plans, competitive analysis, financial plans and forecasts, members, shedders, patrons or employee information and supplier information and pricing.

(c) Members must keep confidential information acquired while a member of the AMSA NSW confidential even after leaving the AMSA NSW.

(d) Members must not access or request or make improper use of or transfer or disclose confidential information to anyone else except as required by any position held or as authorised or legally required. If confidential information inadvertently comes into the possession of a member it should be returned immediately.

(e) If a member is required by an authority to provide confidential information, which has not been otherwise authorised, they must notify the AMSA NSW Secretary immediately.

2.4 Respect Privacy

(a) Members must respect and maintain the privacy of personal information held or entrusted to the AMSA NSW or the AMSA as a whole by its members, patrons, shedders, suppliers, employees and others. Members must comply with the privacy Act (Cth) 1998.

(b) All personal information of the AMSA NSW members, shedders, patrons and employees is to be treated as confidential. Medical information regarding any member or shedder must be treated as medical-in-confidence and stored separately.

(c) Personal information is any information or an opinion, whether true or not and whether recorded or in material form or not about an individual whose identity is apparent or can reasonably be ascertained from that information or opinion.

2.5 Deal Fairly

(a) Members must treat other members, patrons shedders and other stakeholders fairly and with respect.

(b) The AMSA NSW is committed to ensuring that the highest quality of service is provided to its members, patrons and shedders at all times.

(c) The AMSA NSW is committed to ensuring the health, safety and well-being of its members.

(d) Do not discriminate.

(e) The AMSA NSW does not tolerate discrimination on the basis of gender, race, religion, colour, marital status, sexual orientation, disability, personal association, political belief, family responsibilities, pregnancy, membership or non-membership of a trade union. The AMSA NSW

does not tolerate physical or verbal harassment or abuse in the workplace.

(f) The AMSA NSW is committed to ensuring a diverse work environment in which everyone is treated fairly and with respect and where everyone feels responsible for the reputation and performance of the AMSA NSW.

2.6 Protect the AMSA NSW assets and property and use them properly

(a) Members must protect the AMSA NSW assets and property, and ensure that they are used only for legitimate business purposes.

(b) Members must not use the AMSA NSW assets for personal purposes, except in accordance with any of the AMSA NSW policies or approved arrangements. Limited use of the AMSA NSW property (such as computers and telephones) is permitted for private and non-income producing purposes provided it is used in an efficient and prudent manner.

(c) The AMSA NSW assets extend to all its resources and includes its funds, plant and equipment, stock and merchandise, intellectual property, software, records and other Association information.

(d) Members must report any suspected or actual theft or fraud to the Executive, the AMSA NSW Secretary or any other person nominated by the AMSA.

(e) All expenses must be documented and reported in a timely manner using the forms provided.

2.7 Comply with laws and regulations

(a) You must comply with all laws and regulations relating to the AMSA as a whole. You must comply with the technical and ethical requirements of any regulatory or professional body.

(b) Members must not do, or omit to do, something in breach of any law or regulation or requirement. All actual or potential breaches must be reported immediately to the Secretary AMSA NSW.

(c) Ignorance of the rules or a good intention does not excuse any obligation to comply. Members must participate in relevant compliance training programs offered by the AMSA NSW.

(d) If a member is uncertain about the interpretation of any applicable law or regulation or requirement, contact the Secretary AMSA NSW.

2.8 Responsibility to members, and approach to disclosure and financial reporting

Unless authorised, members are not permitted to make public statements or give interviews to the news media (whether radio, television or press).

(a) AMSA NSW is committed to providing timely, balanced and readily available information to its members, relevant regulators, other key stakeholders, and the community generally. The AMSA NSW is committed to open and transparent communication with its members and stakeholders.

(b) The AMSA NSW has policies regarding the timely provision of information to its members and other stakeholders including posting information to the website. It has processes to ensure that the accounts and financial information it provides represent a true and fair view of the financial performance and position of the AMSA NSW.

2.9 Protect the reporting of wrongdoing

(a) Members are encouraged to report any actual or suspected fraudulent or unethical behaviour and any breaches of this Code or the AMSA policies to the AMSA NSW Secretary.

(b) The AMSA NSW will protect anyone who in good faith, comes forward to report such behaviour. The AMSA NSW is committed to ensuring that individuals can raise concerns about behaviour without fear of victimisation, harassment or discriminatory treatment.

3. Breach of Code

(a) The values and policies in this Code are not exhaustive. This Code is designed to focus members on particular values identified by the AMSA NSW as central to its integrity.

(b) The highest standards of corporate conduct are critical to the success and image of the AMSA NSW. Members are encouraged to report any suspected breach of this Code to the Secretary AMSA NSW.

(c) Suspected breaches of this Code will be investigated. Any person found in breach of this Code may face legal or disciplinary action.

4. Electronic communication.

(a) The AMSA NSW electronic communications resources are to be used to communicate effectively and efficiently, without abuse.

(b) The AMSA NSW volunteers are bound by the conditions set out in the AMSA IT Policy.

(c) The AMSA NSW electronic communications resources include email, internet, intranet, facsimile and telephone.

(d) The AMSA NSW electronic communications should not be used to harass, discriminate or offend other employees, the AMSA NSW stakeholders or the general public.

(e) Any inappropriate material received through the AMSA NSW electronic communications resources should be deleted or destroyed immediately.

5. Administration

5.1 Where can I obtain further information.

(a) The AMSA NSW has a dedicated person responsible for the administration of this Code. At the date of the adoption of this Code it is the AMSA NSW Secretary.

(b) If members require further information or assistance or are uncertain about the application of this Code or the law, please contact the AMSA Secretary, or the AMSA NSW Secretary.

5.2 Review and publication of this Code.

(a) The AMSA NSW State Committee will review this Code from time to time. This Code may be amended by resolution of the State Committee in general meeting.

(b) A copy of this Code will be distributed to all members of the State Association (AMSA NSW) and will be available on the AMSA NSW Website for any shed to view.

6. Definitions and Interpretation

6.1 Interpretation

In this Code of Conduct, unless the contrary intention appears:

(a) A word or expression defined or used in the Corporations Act or Associations Incorporation Act has the same meaning when used in this Code of Conduct in a similar context;

(b) "section" means a section of the Corporations Act or Associations Incorporation Act; and

(c) Subject to clause 6.1 (a) any word or expression defined or used in the Constitution has the same meaning when used in this Code of Conduct in a similar context.

Schedule 1 – Declaration

1. No member of the AMSA NSW Association Incorporated or person appointed to a position on that State Association/Committee or sub-committee will enter into any agreement at any time without the consent or written authority of the State Association/Committee.
2. All members of the State Association/ Committee and any visitors who attend State Committee or sub-committee meetings as part of their duties must abide by the confidentiality of any discussion and decisions made by this committee.

Code of Conduct Declaration

As a member of the AMSA NSW Association/Committee I will comply and observe all Rules, the Bylaws, the Code of Conduct and the Constitution of this Association in place and as amended from time to time.

I, _____

Print Name

_____

Signature

_____

Date

_____

Witness (Chairman/Secretary)