



Management Committee Code of Conduct and Confidentiality Statement

Code of Conduct and Confidentiality Statement

The purpose of this document is to inform the Management Committee of the standards of conduct and confidentiality required when undertaking duties on behalf of Bosom Buddies.

Code of Conduct

When acting on behalf of Bosom Buddies, it is expected that Management Committee members will:

- act ethically, with honesty and integrity,
- take individual responsibility to contribute actively to all aspects of the role of the Management Committee
- make decisions fairly, impartially, and promptly, considering all available information, legislation, policies and procedures
- not harass, bully, or discriminate against colleagues, member of the public and/or employees or volunteers
- not use their position as a Committee Member to gain advantage for themselves or for any other person; and
- models the value of Bosom Buddies.
- maintain a Working with Vulnerable People Card
- provide a welcoming, inclusive, and safe environment for everyone
- be aware of cultural differences
- be mindful of behavior, actions, language, and relationships with others
- comply with all relevant Australian and State/Territory legislation
- be present at the agreed times and inform Bosom Buddies ACT Inc. if unable to volunteer/work at the agreed upon time
- perform duties and responsibilities in a safe, efficient, and competent way
- comply with lawful and/or reasonable direction, instructions and policies
- respect the privacy of individuals
- maintain the confidentiality of any information obtained while volunteering/ working
- disclose, at the earliest opportunity, any conflict of interest, whether real or perceived, and
- Observe safety procedures including:
 - keeping yourself and others safe at all times
 - notifying the Executive Officer or Board Chair about hazards or potential hazards in the working environment, and
- notifying the Executive Officer or Board Chair of any accident, incident, or property damage.

Author:	Catherine Rider-Aichholzer EO	Approved by:	Management Committee	Published/Approval Date	
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When acting on behalf of Bosom Buddies, it is expected that Management Committee members will not:

- act in a way that may bring Bosom Buddies into disrepute (including use of email, social media, and other internet sites, engaging with media etc)
- seek gifts, rewards, or benefits, for themselves or family members
- engage in any activity that may cause physical or mental harm of another person (such as, but not limited to, verbal abuse, physical abuse, assault, sexual or racial harassment, bullying)
- be affected by alcohol or drugs while volunteering
- provide a false or misleading statement, declaration or claim
- falsify or change any documents or records
- engage in any activity that may damage property
- have unauthorised possession of property belonging to anyone else, or
- engage in a criminal activity.

Confidentiality Statement

As part of my volunteer role, I understand that I may have access to confidential information (verbal and written) relating to volunteers, committee members, individuals etc. and the business and strategic priorities of *Bosom Buddies*.

As a Management Committee I agree:

- that information is to be treated confidentially and discussed only within the boundaries of my role as a member of the Management Committee member. Announcement of decisions relating to the business of *Bosom Buddies* will be made through the appropriate communication channels.
- not to discuss these same matters after I have left my position at *Bosom Buddies*.
- to respect the intellectual property of *Bosom Buddies* and not to pass on any documentation I may use while volunteering for *Bosom Buddies* to anyone outside of the charity.

I understand breaches may lead to a notification of unacceptable behaviour and could result in termination of my role as a member of the Management Committee.

Declaration:

I have read and understand the information in this document, and I agree to follow the Code of Conduct and adhere to the Confidential Statement whilst a member of the Management Committee of Bosom Buddies ACT Inc.

Please sign below to indicate your acceptance and agreement with the terms outlined above.

Full name:

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Signature:

.....Date:

Author:	Catherine Rider-Aichholzer EO	Approved by:	Management Committee	Published/Approval Date	
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