



Australian College of Audiology Ltd.

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CODE OF ETHICS AND CONDUCT FOR DIRECTORS

The Board has adopted a Code of Conduct for Directors to promote ethical and responsible decision making by the Directors. This code is based on a code of conduct for Directors prepared by the Australian Institute of Company Directors.

Conduct:

Personal behaviour- it is expected that a Director will:

Act ethically, with honesty and integrity, in the best interests of *ACAud* at all times.

Not make improper use of their position as a director to gain advantage for themselves or another person.

Exercise due care, diligence, and skill

Make decisions fairly, impartially, and promptly, considering all available information, legislation, policies, and procedures.

Make reasonable enquires to remain properly informed

Understand the financial, strategic, and other implications of decisions

Act in a financially responsible manner

Understand financial reports, audit reports and other financial matters that come before the board

Attend a minimum of 75% of board meetings

Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interest, rights, safety, and welfare

Not harass, bully or discriminate against colleagues, employees, or membership

Contribute to a harmonious, safe, and productive board environment/culture through profession workplace relationships



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Communication and official information- it is expected that Directors will:

Channel all communication between the board and staff on business matters through the Secretariat and the Chairperson

Not disclose official information or documents acquired through the membership the board, other than as required by law or where agreed by decision of the board

Not make unauthorised public statements regarding the business of *ACAud*

Support, adhere to and not contradict the formal decisions of the board made in its meeting

Respect the confidentiality and privacy of all information as it pertains to individuals

Ensure information gained as a Director is applied to proper purposes

Conflict of Interest- it is expected that Directors will:

Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest

Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of *ACAud*

Where conflicts of interest do arise, ensure they are managed in the members interest

Ensure that they decline gifts or favours that may cast doubt on their ability to apply independent judgment as a board member

In addition, Directors commit to:

Taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace, reporting the details to the relevant people or agency

Taking responsibility for contributing in a constructive, courteous, and positive way to enhance good governance and the reputation of *ACAud*