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| **Policy Name:**  CBCA CODE OF CONDUCT | **Number:**  PL002-02 |
| **Version Date:**  September 2021 | **Number of Pages:**  2 |
| **Summary of Policy:**  This policy contains: The Children’s Book Council of Australia NSW Branch Code of Conduct | |
| **Persons Affected:**   * Committee members of CBCA NSW Branch ; * Committee members of CBCA NSW Sub-branches, sub-committees, * employees of the CBCA NSW Brtanch | |
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| **Other Relevant Forms:** | |
| **Approved at the CBCA Committee meeting of September 13, 2021**  Liz Bowring President | |

**Code of Conduct for the Directors, Members and Staff of**

**The Children’s Book Council of Australia NSW Branch**

This Code of Conduct is a statement of how the committee members, sub-branch committee members and staff of the CBCA NSW Branch are required to behave while working with, or when representing, the CBCA NSW Branch

This Code of Conduct supports the CBCA NSW Branch’s key objectives set out in the CBCA NSW Branch Constitution, by providing a positive and productive environment requiring ethical conduct at all times to achieve those objectives.

**The committee members, sub-branch committee members and staff of the CBCA NSW Branch, while working with or when representing the CBCA NSW Branch must:**

1. **Conduct Requirements**
2. Adhere to the Constitution of the CBCA NSW Branch and any governance and policy documents approved by the committee of the CBCA NSW Branch;
3. Act ethically and with honesty and integrity while pursuing at all times the best interests of the CBCA NSW Branch;
4. Take individual responsibility to actively promote the values of the CBCA NSW Branch;
5. Make decisions fairly, impartially and promptly while considering all available information;
6. Treat all people with whom they have contact in the course of their CBCA NSW Branch role with respect, courtesy, honesty and fairness, and have proper regard for those persons’ interests, rights, safety and welfare;
7. Not harass, bully or discriminate against any person;
8. Comply with all reasonable and lawful directions given by the CBCA NSW Branch Executive;
9. Contribute to a harmonious, safe and productive culture by behaving in a civil and professional manner and seek to resolve any interpersonal disputes in a civil and professional manner;
10. Respect different opinions, perspectives and cultural diversity; and
11. Not make improper use of their position as a CBCA NSW Branch representative to gain advantage for any other person or themselves.
12. **Communication Requirements**
13. Follow official communication guidelines as set out in any governance documents;
14. Not use or disclose official information or documents they have access to in the course of their role for the CBCA NSW Branch, other than for the purpose of their role, unless required by law
15. Not make any unauthorised public statements regarding the business of the CBCA NSW Branch
16. Support, adhere to and not contradict any formal decisions made by the Committee in its meetings; and
17. Respect the confidentiality and privacy of all information as it pertains to any person.
18. **Conflicts of interest**
19. Provide a declaration in writing to the President of any personal or business interest which may give rise to an actual or perceived conflict of interest between their personal and/or business interests and their CBCA NSW Branch duties;
20. Ensure personal or financial interests do not conflict with their ability to perform official duties in an impartial manner; and
21. Adhere to any decision of the executive in relation to the management of a declared conflict of interest.
22. **Use of public resources**
23. Act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material;
24. Ensure the efficient and compliant use of grants and publicly-funded resources (including membership fees, donations, proceeds from merchandising, conferences and events) as well as office facilities and equipment, vehicles, cab charges, and corporate cards.
25. **Additional Requirements**
26. Take responsibility for contributing in a constructive, courteous and positive way to enhance the good governance, reputation and productivity of the CBCA NSW Branch; and
27. Take responsibility for reporting to all executive members, authorities and relevant people or agencies any improper conduct or misconduct that has been or may be occurring in relation to any matter pertaining to the CBCA NSW Branch.