



• Since 1973 •
AACMA

Board Code of Ethics

1. General Conduct and Respect

Board Members will:

- a) take responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of AACMA;
- b) act ethically, with honesty and integrity, in the best interests of AACMA at all times;
- c) contribute actively to all aspects of their role on the Board;
- d) attend all Board meetings and, in the event that they are prevented from attending any Board meeting, notify the Board secretary of their absence in advance of the meeting does not miss more than two Board meetings without an adequate excuse;
- e) make decisions fairly, impartially and promptly, considering all available information;
- f) treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;
- g) contribute to a harmonious, safe and productive Board environment and culture;
- h) not make improper use of their position as a Board Member to gain an advantage for themselves or for any other person; \devote to their duties the amount of time required to carry them out thoroughly and effectively;
- i) undertake any training necessary for the performance of their duties;
- j) treat:
 - I. other Board Members,
 - II. AACMA members,
 - III. AACMA employees;
 - IV. AACMA volunteers; and
 - V. other stakeholders:
with courtesy and respect;
- k) in all business conducted under the aegis of AACMA, place the interests of AACMA over their own interests of those of any other person or persons;
- l) observe the provisions of the AACMA Constitution, policies and rules;
- m) as far as possible, attend all Board meetings, and, in the event that they are prevented from attending any Board meeting of the Board, notify the Board secretary of their absence in advance of the Board meeting;
- n) devote to their duties the amount of time required to carry them out thoroughly and effectively; and
- o) treat other Board Members, AACMA members, AACMA staff, AACMA contractors, AACMA volunteers and other stakeholders with respect.



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2. Active Participation

Board Members will:

- a) exercise the duties and responsibilities of their positions with integrity, collegiality, and care;
- b) be prepared for Board meetings by:
 - I. reading all Board meeting papers and background material relevant to the topics to be discussed at a Board meeting; and
 - II. being prepared in advance to discuss the issues and business on the Board meeting agenda;
- c) cooperate with and respect the opinions of fellow Board Members;
- d) leave personal prejudices out of all Board discussions;
- e) other than as required by law, support actions of the Board even when the Board Member personally did not support the action taken;
- f) place the interests of AACMA above their own personal interests;
- g) show respect and courteous conduct in all Board meetings; and
- h) refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with Board policy.

3. Communication and official information

Board Members will:

- a) not disclose official information or documents acquired through membership of the Board, other than as required by law or where agreed by decision of the Board;
- b) not make any unauthorised public statements regarding the business of AACMA;
- c) support and adhere to the formal decision of the Board made in its meetings; and
- d) respect the confidentiality and privacy of all information as it pertains to individuals.

4. Financial Accountability

Board Members will:

- a) be accountable for official expenditure;
- b) adhere to all financial procedures as approved by the Board; and
- c) act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial materials that come before the Board.

5. Conflicts of Interest

Board Members will:

- a) not allow personal, business or financial interests, or the interests of any associated person or constituency, to conflict with the interests of AACMA;
- b) disclose any personal, business or financial interests which may give rise to actual or perceived conflicts of interest between personal business and their duty as a Board Member;
- c) ensure that personal, business or financial interests do not conflict with their ability to perform official duties in an impartial manner;



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- d) where conflicts of interest do arise, ensure they are managed in an appropriate and timely manner in the interest of AACMA; and
- e) identify any conflicts or possible conflicts or pecuniary interests at each meeting at which the Board is to consider a matter for which a conflict is present or may be present.

6. Personal and Professional Behaviour

Board Members will:

- a) perform their functions with integrity, impartiality, honesty, conscientiousness and loyalty to the public interest;
- b) act in the interests of AACMA in all their deliberations and not favour the interests of any particular constituency over those of AACMA;
- c) exercise due care and diligence in fulfilling the functions of office and exercising the powers attached to that office; and
- d) not engage in conduct likely to bring discredit upon AACMA or take improper advantage of their position as a Board Member.

7. Demonstrate Leadership and Stewardship

Board Members will:

- a) use the resources of AACMA in a responsible and accountable manner; and
- b) look for ways to improve the performance of AACMA and the Board and promote high standards of administration and governance.

8. Decision Making

Board Members will:

- a) use Board meetings as the appropriate forum for discussion of all relevant issues;
- b) bring an independent judgement to decisions; and
- c) act with diligence and care and seek to make decisions that are honest, fair, impartial, and timely, based on consideration of the relevant facts and supported by adequate documentation.

9. Use of official information

Board Members will:

- a) ensure that confidential information received by a Board Member in the course of the exercise of their duties remains the property of AACMA and accept that it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised or is required by law; and
- b) refrain from public comment on the Board, its deliberations or the operations and business of AACMA unless authorised or required by law.

10. Gifts and Benefits

Board Members will:

- a) be wary of accepting gifts and benefits as this can place a Board Member in a position where they feel obligated to act contrary to rules of integrity, impartiality and honesty; and



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- b) not accept gifts or benefits that could place them under an actual or perceived financial or moral obligation to other organisations, or to individuals.

11. Prevent Misconduct, Unlawful Discrimination and Harassment

Board Members will:

- a) strive to ensure that AACMA and the Board remain free from misconduct, unlawful discrimination and harassment;
- b) ensure that any complaints alleging misconduct, unlawful discrimination or harassment on the part of Board Members are investigated promptly and as confidentially as possible; and
- c) report any misconduct, unlawful discrimination or harassment by other Board Members AACMA staff or volunteers to the appropriate authority.

Acknowledgment by AACMA Board Member

I _____ recognising the important responsibility I am undertaking in serving as a member of the Board of Directors of the Australian Acupuncture and Chinese Medicine Association Ltd (ACN 010 020 390 hereby confirm that:

- I have read the above Board Code of Ethics; and
- I agree to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board Member of the Australian Acupuncture and Chinese Medicine Association Ltd and abide by this Board Code of Ethics.

Member Number

Director ID Number

Date

Name

Signature