



• Since 1973 •
AACMA

Board Code of Ethics Policy

1. Definitions

For the purposes of this Code of Ethics Policy:

- a) **AACMA** means the Australian Acupuncture and Chinese Medicine Association Ltd (ACN 010 020 390);
- b) **Board** or **Board of Directors** means the board of directors of AACMA as defined under the Corporations Act and includes the members of any committee or sub-committee appointed in accordance with the Corporations Act;
- c) **Board Code of Ethics** means the code of ethics for Board Members of AACMA as amended from time to time;
- d) **Board Member** also includes any member of a committee or subcommittee of the Board;
- e) **Board Papers**, means all documents given or made available to the Board or tabled at Board meetings (including Board papers, submissions, reports, financial reports, information, minutes, letters and Board papers and sub-committee papers) and any other documents in the possession or under the control of AACMA which are referred to (expressly or by implication) in those documents;
- f) **Constitution** means the AACMA Constitution as in force at the relevant time; and
- g) **Corporations Act** means the *Corporations Act 2001* (Cth).

2. Overview

- 2.1. The Australian Acupuncture and Chinese Medicine Association Ltd (ACN 010 020 390) (**AACMA**) acknowledges that its Board Members must observe the highest possible standards of professional and ethical conduct.
- 2.2. Board Members are to enhance AACMA's exercise of its powers, standing in the community and reputation for integrity, fairness, honesty and independence.
- 2.3. The objective of the AACMA Board Code of Ethics (**Board Code of Ethics**) is to ensure that high standards of corporate and individual behaviour are observed by Board Members in the context of their roles as Board Members of AACMA.
- 2.4. The Board Code of Ethics aims to assist Board Members in effectively carrying out their duties and responsibilities effectively and with integrity.
- 2.5. Board Members are bound by the Board Code of Ethics.
- 2.6. Board Members must familiarise themselves with the Board Code of Ethics and take reasonable action to clarify any concerns.

3. General Principles

Under the Board Code of Ethics, Board Members must:

- 3.1. Comply with the law
 - a) comply with the law and legal duties;
 - b) comply with AACMA's governing documents, and
 - c) carry out their governance role in the best interests of AACMA.



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- 3.2. Act with honesty and integrity:
 - a) be open and transparent in their dealings;
 - b) use power responsibly;
 - c) ensure that any possible conflict of interest is disclosed or avoided; and
 - d) strive to earn and sustain public trust and the trust of AACMA's members.
- 3.3. Exercise due care, diligence and skill:
 - a) ascertain all relevant information;
 - b) make reasonable enquiries; and
 - c) understand the financial, strategic and other implications of decisions.
- 3.4. Act in good faith in the best interests of AACMA:
 - a) act honestly, in good faith, and in the best interests of AACMA;
 - b) demonstrate accountability for their actions;
 - c) accept responsibility for their decisions;
 - d) use their powers responsibly;
 - e) avoid conflicts of interest;
 - f) strive to earn and sustain public trust of a high level; and
 - g) avoid activities that may bring them or AACMA into disrepute.
- 3.5. Act fairly and impartially:
 - a) avoid bias, discrimination, caprice or self-interest; and
 - b) demonstrate respect for others by acting in a professional and courteous manner.
- 3.6. Use information appropriately:
 - a) ensure information gained as a Board Member is only applied to proper purposes and is kept confidential; and
 - b) ensure that any personal information coming to their attention as a Board Member is handled in compliance with AACMA's privacy obligations.
- 3.7. Use position appropriately:
 - a) avoid the use of their position as a Board Member to seek an undue advantage for themselves, their family members or associates;
 - b) avoid the use of their position as a Board Member to cause detriment to AACMA; and
 - c) ensure that they decline gifts or favours that may cast doubt on their ability to apply independent judgement as an Board Member.
- 3.8. Act in a financially responsible manner:
 - a) understand financial reports, audit reports and other financial materials that come before the Board; and
 - b) actively inquire into this material.
- 3.9. Comply with AACMA's governance rules:
 - a) have a good working knowledge of AACMA's governing documents pertaining to their role as a Board Member; and
 - b) act within the powers and for the functions set out in AACMA's governing documents.



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3.10. Demonstrate leadership and stewardship:

- a) promote and support the application of AACMA's values;
- b) acknowledge and act in accordance with the responsibility of a Board Member in regard to the rights of AACMA members and other stakeholders; and
- c) act in accordance with this Board Code of Ethics.

4. **Review**

- 4.1. This Board Code of Ethics Policy will be reviewed from time to time or as legislation is amended, in light of current good practice and applicable regulatory advice.

5. **Authorisation of Code of Ethics Policy**

Waveny Holland
AACMA President
10th January 2024

Paul Stadhams
AACMA Company Secretary
10th January 2024