



• Since 1973 •
AACMA

Board Code of Ethics

1. General Conduct and Respect

Board Members will:

- a) Act with honesty, integrity, and in the best interests of AACMA;
- b) Place the interests of AACMA above their own personal interests;
- c) Comply with the AACMA Constitution, policies, guidelines, by-laws, and all applicable Australian laws;
- d) Contribute constructively and courteously to enhance Board governance, culture, and AACMA's reputation;
- e) Attend all Board meetings where possible, notifying the Company Secretary in advance of any absence;
- f) Make fair, impartial, and timely decisions based on all available information;
- g) Dedicate sufficient time and undertake necessary training to perform duties effectively;
- h) Undertake any training necessary for the performance of their duties; and
- i) Treat all stakeholders, including Board members, AACMA members, staff, contractors, and volunteers, with respect, fairness, and regard for their rights, safety, and welfare.

2. Active Participation

Board Members will:

- a) Fulfil their fiduciary duties with integrity, collegiality, and due care;
- b) Prepare thoroughly for Board meetings by reviewing all relevant materials in advance and seeking additional information if needed;
- c) Respect and consider the opinions of fellow directors, fostering collaborative decision-making;
- d) Leave personal prejudices out of all Board discussions;
- e) Show respect and courteous conduct in all Board meetings; and
- f) 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. Financial Accountability

Board Members will:

- a) 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;
- b) Ensure that AACMA funds and assets are used lawfully and effectively;
- c) Comply with all AACMA financial policies and procedures; and
- d) Be accountable for official expenditure.



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4. Gifts and Benefits

Board Members will:

- a) Avoid accepting gifts or benefits that could create actual or perceived obligations to external parties, in line with principles of integrity and impartiality; and
- b) Report and manage any gifts or benefits in accordance with AACMA policies and applicable laws.

5. Conflicts of Interest

Board Members will:

- a) Proactively identify and disclose any actual, potential, or perceived conflicts of interest arising from personal, business, financial, familial, or associated interests (including those of close associates or constituencies) that may conflict with AACMA's interests;
- b) Make disclosures to the Board as soon as the conflict is identified, and at the start of each relevant meeting where the matter is discussed;
- c) Ensure personal interests do not impair their ability to perform duties impartially, upholding objectivity and fairness in all decision-making to maintain stakeholder trust.
- d) Manage conflicts transparently and in AACMA's best interests.
- a) Not improperly use Board position or information gained as a Board Member to gain advantages for themselves or others.
- e) If a conflict is material and ongoing, consider resignation to uphold the Board's integrity as failure to disclose or manage conflicts may result in removal or legal consequences; and
- f) Prioritise AACMA's interests over any external loyalties, ensuring decisions advance the association's objects without bias.

6. Personal and Professional Behaviour

Board Members will:

- a) Foster a respectful, inclusive Board environment free from bullying, harassment, discrimination, or any behaviour that undermines the safety, dignity, or wellbeing of Board Members, AACMA members, staff, volunteers, or stakeholders;
- b) Act solely in AACMA's interests during deliberations, not favouring any particular constituency, group, or personal agenda over the association's broader objectives;
- c) Exercise due care and diligence in fulfilling the functions of office and exercising the powers attached to that office;
- d) Exercise independent judgment, ensuring decisions are fair, impartial, timely and supported by relevant facts and documentation;
- e) Focus on strategic oversight, policy-setting, and risk management, refraining 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; and
- f) Not engage in conduct likely to bring discredit upon AACMA.



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7. Communication and Confidentiality

Board Members will:

- a) Maintain confidentiality of all Board decisions, materials and discussion unless compelled by legal process to disclose such information, or as otherwise agreed by the Board;
- b) Refrain from making unauthorised public statements about AACMA or its operations;
- c) Support and uphold all Board decisions, regardless of personal views, other than as required by law, support actions of the Board even when the Board Member personally did not support the action taken; and
- d) Respect the privacy of individuals and uphold confidentiality obligations under the Privacy Act 1988 (Cth).

8. Prevent Misconduct, Unlawful Discrimination and Harassment

Board Members will:

- a) Ensure that any complaints alleging misconduct, unlawful discrimination or harassment on the part of Board Members are investigated promptly and as confidentially as possible;
- b) Foster an environment free from misconduct, unlawful discrimination, and harassment, in compliance with all relevant laws and guidelines; 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