

# Code of conduct policy

## Members and Board members

### ASID Code of Conduct

This code of conduct applies to all ASID members. ASID's Board members also have extra responsibilities as directors of ASID. This code of conduct

- helps everyone understand their responsibilities
- makes sure ASID meets legal standards in Australia and Aotearoa New Zealand.

This code supports ASID's commitment to creating a safe, respectful, and inclusive environment for everyone.

### For all ASID members

ASID members must:

#### **Treat others with respect**

- Not harass, bully, or discriminate against members or participants in ASID activities
- Treat everyone with respect, courtesy, honesty, and fairness
- Respect other people's interests, rights, safety, and welfare
- Show respect for the diversity and individuality of all people

#### **Act with integrity**

- Support ASID's values, mission, and goals
- Act honestly and in good faith
- Treat people fairly
- Act ethically - try to do the right thing for ASID and our members
- Act legally - don't do anything against the law

### **Communicate effectively**

- Communicate with people in ways they can understand
- Be clear and respectful
- Avoid language or behaviour that could harm or deliberately exclude people

## **For Board members**

Board members have extra duties as directors of ASID. They must:

### **Know ASID's operations**

- Understand ASID's constitution, policies, and procedures
- Ensure ASID complies with relevant laws and policies
- Understand financial reports, audit reports, and other financial materials

### **Support good governance**

- Make sure all board members can express their opinions freely
- Work collaboratively to make team decisions
- Exercise independent judgment while working together
- Take shared responsibility for ASID's financial management
- Keep board materials and information confidential when required
- Understand and comply with director duties under relevant Australian and New Zealand laws
- Board directors have laws they must follow. It is up to each director to make sure they understand those laws and make sure they follow them.

### **Show commitment to their role**

- Act as ambassadors for ASID in the community
- Support the Board Chair and work constructively with other board members
- Make every effort to attend meetings, including general meetings of members, and send an apology to the secretary if unable to attend
- Be prepared for meetings and read the meeting materials

- Complete tasks on time

### **Manage conflicts of interest**

- Recognise that conflicts of interest may occur and declare them as soon as possible
- Declare personal, financial, or business interests that may create actual or perceived conflicts of interest
- Ensure all conflicts of interest are recorded in the minutes of ASID's meetings
- Ensure conflicts are declared and managed in accordance with the law
- Seek guidance from the meeting Chair when uncertain about potential conflicts

## Breaches of the code of conduct

We manage breaches of the code of conduct by following our complaints policy. You can find ASID's complaints policy [here](#) or make a complaint about a possible breach of the code [here](#).