

## **WAPA Inc. Code of Conduct; Committee Members.**

All members of all WAPA Inc Committees and relevant sub committees are expected, at all times, to comply with this code of conduct.

1. The full contribution of each individual member on any committee is critical in ensuring that the best possible outcomes for the Association are always attained. To ensure this outcome all members of all committees are expected to;
  - i. At all times act corporately and in the best interests of the Association.
  - ii. Act in accordance with the Association's recognized and officially adopted Policies and Guidelines; without regard to age, gender, race, cultural background or religion.
  - iii. Express views at meetings clearly and concisely without any personal rancor.
  - iv. Observe confidentiality in all matters, at all times; respecting the privacy of individuals.
  - v. Exercise tact and discretion; and refrain from the pursuit of personal agendas. Your position must not be used to further any interests which may be considered contrary or not in harmony with those of the Association.
  - vi. Participate in discussions with objectivity and impartiality; do not 'personalise' the discussion.
  - vii. Indicate to other committee members when a 'conflict of interest' (financial or otherwise) exists; and refrain from voting on the issue in such circumstances.
  - viii. Recognise that a 'conflict of interest' may exist where a committee person may gain an advantage (financial or otherwise) from the matter under discussion, or in dispute, for self or family without a concomitant one for the Association.
  - ix. Recognise and accept that a conflict of interest may exclude the member from participation in the discussion altogether.
  - x. Where a conflict of interest is not acknowledged, but later becomes apparent to colleagues, the member will be required to explain to the Association Committee why no action should be taken to attain their removal from those Committee duties; or in extreme cases, remove them from any Association Committee position.
  - xi. The Association Committee will examine the circumstances and, if the Breach of the Code is considered serious the Member may be requested to 'stand down'; appropriate action should be taken should the request be ignored.
  - xii. Where the breach is considered minor the Committee may issue a caution; or dismiss the matter without comment.

Accepted by the Committee May 2005 as part of Constitution Guidelines.

Revised and made separate policy document 13.06.06

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