



Code of Conduct for DTAA Executive, Board, and Committee members

A high standard of professional and ethical conduct is expected of all Executive, Board, and Committee members in DTAA. This Code of Conduct sets out the expectations for the conduct of Executive, Board, and Committee members, and applies to all aspects of the roles undertaken to represent DTAA. All office bearers and Committee members are encouraged to take responsibility for contributing in a constructive and positive way to DTAA's endeavours, to enhance good governance and the reputation of DTAA.

Values of DTAA

In all our operations and relationships we model and promote:

- Integrity and honesty
- Respect
- Rigour and accuracy
- Consultative decision making
- Transparency
- Accountability
- Diversity and inclusivity
- Empowerment
- Reflective and relational practice

Conduct in DTAA

Personal behaviour

Executive, Board, and Committee members will:

- act ethically and with integrity;
- act according to the legislative requirements, organisational plans, policies and ethical codes that apply, including the DTAA Constitution, Strategic Plan, and Code of Ethics;
- make decisions fairly, impartially and promptly, considering all available information, legislation, plans, policies and procedures;
- not harass, bully or discriminate against DTAA Members, members of the public, stakeholders of DTAA, other Executive, Board, and Committee members, and DTAA employees;
- contribute to a harmonious, safe and productive organisational environment in all our meetings, and in professional relationships;
- and fulfil the Objects of DTAA as set out in the Constitution, and our statutory requirements as an registrable body.

Communication and official information

Executive, Board, and Committee members will:

- keep confidential information and documents acquired through our work in DTAA, other than where documents or information are in the public domain;
- not misuse DTAA information for personal or commercial gain for themselves or others;

Version 1 July 2019 Authorized: K. Dunphy, President DTAA

- adhere to the **DTAA Communication Strategy** and other policies;
- and respect the confidentiality and privacy of all DTAA information as it pertains to individuals.

Fraudulent and corrupt behaviour

Executive, Board, and Committee members will:

- not engage in fraud or corruption, or any behaviour that results in material gain for themselves;
- report any fraudulent or corrupt behaviour by other Executive, Board, and Committee members to the President
- and report any breaches of the code of conduct by other Executive, Board, and Committee to the President.

Use of public resources

Executive, Board, and Committee members will:

- be accountable for expenditure in their DTAA activities and committees ;
- use DTAA funds and resources efficiently.

Record keeping and use of information

Executive, Board, and Committee members will:

- record actions and reasons for decisions to ensure transparency;
- ensure the secure storage of sensitive or confidential information in electronic and hard copy forms by using password protected computer and email access;
- place important documents in DTAA's Dropbox;
- and report regularly to the Board and Council on decisions and actions.

Conflicts of interest

Executive, Board, and Committee members will:

- ensure their personal, professional or financial interests do not conflict with their ability to perform DTAA roles and tasks in a professional and objective manner, or their selection to perform roles and tasks for DTAA;
- professionally manage and declare any conflict between DTAA and their other professional roles;
- and ensure any conflicts of interest that arise are managed in the interest of DTAA, its members, stakeholders and the public.

Circulation

The Secretary of the DTAA Board is responsible to circulate the Code of Conduct to new members of the Executive, Board and Committees.

