

BOARD AND BOARD COMMITTEE MEMBER CODE OF CONDUCT

Northside Community Forum Limited (Northside) is an incorporated, not for profit organisation focussed on providing and promoting the best possible community care services throughout the Northern Sydney region. A voluntary Board (paid quarterly in arrears from a Remuneration Pool and reimbursed for valid Director expenses and training and development) is responsible for leading and governing the organisation in line with the purpose. The Board's work is supported in specific areas by Board Committees, whose members may include external appointees.

Personal behaviour – it is expected that board and committee members will:

- act ethically, with honesty and integrity, in the best interests of Northside at all times;
- take individual responsibility to contribute actively to all aspects of the role of the board and board committees
- make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;
- not harass, bully or discriminate against colleagues, members of the public and/or employees;
- contribute to a harmonious, safe and productive board environment/culture through professional workplace relationships; and
- not make improper use of their position as board or committee members to gain advantage for themselves or for any other person.

Communication and official information – it is expected that board and committee members will:

- respect the role and responsibilities of the Board and Committee Chairs and CEO in communication with staff on business matters;
- not disclose information or documents acquired through membership of the board or committee, other than as required by law or where agreed by decision of the board;
- not make any unauthorised public statements regarding the business of Northside



Formatted: Right

- support, adhere to and not contradict the formal decisions of the Board made in its meetings;
- respect the confidentiality and privacy of all information as it pertains to individuals.

Conflicts of interest – it is expected that board and committee members will:

- disclose any personal or business interests which may give rise to actual or perceived conflicts of interest;
- ensure personal or financial interests do not conflict with their ability to perform official duties in an impartial manner;
- not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of Northside;
- manage and declare any conflict between their personal interests and their duty to Northside; and
- where conflicts of interest do arise, ensure they are managed in the interest of Northside.

Use of resources – it is expected that board and committee members will:

- act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material that comes before the board; and
- ensure the efficient use of resources, including office facilities and equipment.

In addition, Board and committee members commit to:

- taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace, reporting the details to the relevant people or agency; and
- taking responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the board of Northside.

I have read and understood the Code of Conduct.

Name: _____

Signature: _____



Formatted: Right

Date _____