Cairns Hockey Association Director Code of Conduct

1. Purpose of Code of Conduct

This Code of Conduct outlines the behaviour that Cairns Hockey Association (CHA) requires from its Directors and sets out clear principles and guidelines for the ethical and professional conduct of Directors in effectively carrying out their responsibilities.

2. Who does this Code of Conduct apply to?

This Code of Conduct applies to CHA Directors whenever they act as an CHA Director.

3. Our Values

Directors are critical cultural leaders of CHA and are always responsible for role-modelling our values.

Our values are:

• **Communication:** Uphold honest, transparent and effective communication with stakeholders. Understand the importance of listening, asking for feedback, acting on feedback and knowing what is required.

• **Unity:** One team that decides based on "What is the best thing for hockey in Cairns?" Loyalty, respect and trust in yourself and other board members and stakeholders.

• **Discipline and Work Ethic:** Have a work ethic second to none. Be organised, be prepared and pay attention to detail. Professionally present yourself at all times to enhance the image of hockey in Cairns. Set personal and organisational goals and take full responsibility for achieving them.

• **Leadership:** Choose to lead when appropriate. Recognise and respect when others should lead. Bring a sense of ambition and optimism to all that we do.

• **Resilience:** Deal with non-perfect situations with courage and honesty. Use confidence, strength, tenacity and a desire to succeed.

4. General Principles

Directors of CHA must:

1. Act honestly and in good faith in the interests of CHA.
2. Exercise the degree of care, skill and diligence that a reasonable person in a similar position would exercise in CHA's circumstances.
3. Exercise powers granted to them honestly and for the purposes for which they were conferred and not for ulterior purposes.
4. Avoid any actual or potential conflict between the obligations owed to CHA and a Director's personal interest or other duties.
5. Do not disclose any information obtained through their confidential position.
6. Disclose advantages or business opportunities acquired during their office.
7. Prevent insolvent trading by CHA.
8. Be independent in judgment and actions and take all reasonable steps to be satisfied with the soundness of all decisions the Directors take.

9. Be well prepared for Director's meetings.
10. Make reasonable enquiries at Directors' meetings to ensure CHA operates efficiently, effectively and legally to achieve its goals.
11. Undertake diligent analysis of all proposals and matters placed before the Directors.
12. Acknowledge and embrace the Directors' decisions when communicating with third parties, irrespective of their personal views.
13. Treat colleagues, members, and employees of HQ with respect, courtesy, honesty, and fairness, having proper regard for their interests, opinions, rights, safety and welfare.
14. Respect the opinions of other Directors and allow each Director a fair and reasonable opportunity to contribute to discussion and decision-making.
15. Do not engage in conduct that would likely discredit CHA, bring the Director or CHA into disrepute, or constitute conduct unbecoming of a Director of CHA.
16. Do not abuse, harass, bully, intimidate, discriminate, threaten or victimise other Directors, colleagues, members and employees of CHA.
17. Comply with the content and themes of section 5 of this Code of Conduct regarding child safety.
18. Promote and encourage diversity, equality and inclusiveness in decision-making and throughout CHA.
19. At all times, exemplify the CHA values and actively conduct themselves in a manner consistent with the critical statutory, cultural and leadership role of a director of CHA.
20. Comply with the spirit, the letter of the law, and the principles in this Code of Conduct.

5. Child Safety

CHA is a child-safe organisation with zero tolerance for child abuse and adheres to applicable child safety standards and legislation. Directors must be aware of their responsibilities outlined in HQ's child safety and safeguarding documents and clear about processes for reporting and acting on concerns or reports of child abuse.

Directors will respect, listen to, and promote the rights of children. They will ensure that their behaviour and interactions with children are appropriate and respectful and adhere to the behavioural expectations outlined in HQ's adopted child safety and safeguarding documents.

6. Breach of the Code of Conduct

A breach of this Code may be considered serious misconduct and require a formal investigation and further action to be taken.

In some situations, a breach of this code may result in detriment to CHA, and the Director may be liable for their actions under civil and criminal laws.

If a Director suspects that a breach of the Code of Conduct has occurred or will occur, he or she must report that breach to the President/Chair of the Board, the Company Secretary, or the Finance, Audit, and Risk Management Committee. In some circumstances, such a disclosure may qualify for protection in accordance with the whistle-blower Policy. All reports will be acted upon and kept confidential.

Except for conduct prohibited under the National Integrity Framework (which shall be dealt with in accordance with the National Integrity Framework), the HA Complaints, Disputes and Discipline Policy applies to any breach under this Code of Conduct.

7. **Review**
   The Board will review this Code every two years or earlier as required.

8. **Director Declaration**

– I have read and understand the CHA Directors Code of Conduct
– I acknowledge that I must ensure that any personal interests or roles do not influence or interfere with the proper performance of my duties in the best interests of CHA
– I agree that I have an ongoing obligation to comply with the CHA Directors Code of