

## Code of Conduct for Board members

### The Paint Horse Association of Australia's Values

In all our operations and relationships we value:

- Our members and their commitment to the association. Our responsibility to collect, record and preserve the pedigrees of Paint Horses. The Association's purpose to register, promote and keep records on a definite type to ensure the continuous growth of the PHAA and the Paint Breed.

### Conduct

Personal behaviour – it is expected that board members will:

- Act ethically, with honesty and integrity, in the best interests of the Paint Horse Association of Australia at all times
- Take individual responsibility to contribute actively to all aspects of the board's role according to the director portfolio guidelines and directors guidelines and responsibilities
- Attend a minimum of 75% of board meetings
- 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
- Not make improper use of their position as board members to gain advantage for themselves or for any other person.

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

- Channel all communication between board and staff on business matters through the Chairperson/President and the Office Manager
- Not disclose official information or documents acquired through membership of the board, other than as required by law or where agreed by decision of the board
- Not make any unauthorised public statements regarding the business of the Paint Horse Association of Australia
- 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 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 the Paint Horse Association of Australia
- Manage and declare any conflict between their personal and public duty
- Where conflicts of interest do arise, ensure they are managed in the public interest

Use of public resources – it is expected that board 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
- Ensure the efficient use of publicly-funded resources, including office facilities and equipment, vehicles, cab charge vouchers, corporate credit cards

In addition, Board 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
- Taking responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the board of the Paint Horse Association of Australia