

## **BOWLS ACT**

### **Director Code of Conduct**

Adopted: 31/10/2023

For Review: 31/10/2025

#### **1. Purpose of Code of Conduct**

The purpose of this Code of Conduct is to outline the type of behaviour that BOWLS ACT requires from its Directors and set 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 BOWLS ACT Directors whenever they are acting in their capacity as a BOWLS ACT Director.

#### **3. Our Values**

Directors are critical cultural leaders of BOWLS ACT and have a responsibility to role-model our values at all times. Our values are:

##### **Respect**

We treat all Directors, Employee's, administrators, volunteers and all involved with the BACT community with respect, valuing their input and diverse ideas. We engage with care and courtesy, holding our behaviours to the highest standards.

##### **Integrity**

We lead with authenticity, transparency and honesty along with a commitment to follow through with action. We are trustworthy, take responsibility and hold our actions and the actions of others to account.

##### **Teamwork**

We value all input, experience and ideas. We strive to collaborate and are focused on organisational priorities, while setting aspirational goals ensuring we share the challenges and celebrate the wins.

##### **Excellence**

We strive to exceed expectations, lead with intent, are adaptable and deliver with quality and impact.



#### 4. General Principles

Directors of BOWLS ACT must:

1. act honestly and in good faith in the interests of BOWLS ACT as a whole
2. exercise the degree of care, skill and diligence that a reasonable person in a like position would exercise in BOWLS ACT'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 BOWLS ACT and a Director's personal interest or other duties
5. not disclose any information that is obtained through their position that is confidential
6. disclose advantages or business opportunities acquired in the course of their office
7. prevent insolvent trading by BOWLS ACT
8. be independent in judgment and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Directors
9. be well prepared for Directors meetings
10. make reasonable enquiries at Directors meetings to ensure that BOWLS ACT is operating efficiently, effectively and legally towards achieving BOWLS ACT's goals
11. undertake diligent analysis of all proposals and matters placed before the Directors
12. acknowledge and embrace decisions of the Directors when communicating with third parties, irrespective of their own personal views
13. treat colleagues, members and employees of BOWLS ACT with respect, courtesy, honesty and fairness, having proper regard to their interests, opinions, rights, safety and welfare
14. show respect for the opinions of other Directors and allow each Director a fair and reasonable opportunity to contribute to discussion and decision making
15. not engage in conduct that would likely bring discredit upon BOWLS ACT or bring the Director or BOWLS ACT into disrepute, or would constitute conduct unbecoming of a Director of BOWLS ACT
16. not abuse, harass, bully, intimidate, discriminate, threaten or victimise other Directors, colleagues, members and/or employees of BOWLS ACT



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 BOWLS ACT
19. at all times exemplify the BOWLS ACT values and actively conduct themselves in a manner consistent with the critical statutory, cultural and leadership role of a director of BOWLS ACT
20. comply with the spirit as well as the letter of the law and the principles in this Code of Conduct

## 5. Child Safety

BOWLS ACT is a child safe organisation and has zero tolerance for child abuse. BOWLS ACT adheres to applicable child safety standards and legislation. Directors must be aware of their responsibilities outlined in BOWLS ACT's child safety and safeguarding documents and be 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 and ensure behaviour and interactions with children are appropriate, respectful and adhere to the behavioural expectations outlined in BOWLS ACT's child safety and safeguarding documents.

## 6. Breach of the Code of Conduct

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

In some situations, a breach of this code may result in detriment to BOWLS ACT 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 Committee. In some circumstances, such a disclosure may qualify for protection in accordance with the Whistleblower Policy. All reports will be acted upon and kept confidential.

With the exception of conduct that is prohibited under the National Integrity Framework (which shall be dealt with in accordance with the National Integrity Framework), the [BOWLS ACT] Conduct and Disciplinary Policy applies to any breach under this Code of Conduct.

## 7. Review

This Code will be reviewed by the Board every two years, or earlier as required.



## 8. Director Declaration

- I have read and understand the BOWLS ACT 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 BOWLS ACT
- I agree that I have an ongoing obligation to comply with the BOWLS ACT Directors Code of Conduct

<i>Signature</i>		<i>Date</i>

