

The members of the SEN Committee (inclusive herein of SEN working groups) are bound by this Code of Conduct.

The objective of this Code of Conduct is to ensure that high standards of association and individual behaviour are observed by Committee Members in the context of their roles as Committee Members.

Committee Members should familiarise themselves with this Code and take reasonable action to clarify any concerns.

As a Committee Member, you are expected to:

1. Act with honesty and integrity:

- be open and transparent in your dealings;
- use power responsibly;
- ensure that any possible conflict of interest is disclosed or avoided;
- support the principles of truth-seeking and good science with a willingness to change your viewpoint in the light of new information or when others highlight the need for change;
- strive to earn and sustain public trust and the trust of the Association's membership at a high level.

2. Exercise due care, diligence and skill:

- ascertain all relevant information;
- make reasonable enquiries;
- understand the strategic, financial and other implications of decisions.

3. Act in good faith in the best interests of the Association:

- demonstrate accountability for your actions;
- accept responsibility for your decisions;
- avoid activities that may bring you or the Association into disrepute;
- give freely of your time and expertise to advance the Association's cause;
- act collegiately with other Committee Members and embrace teamwork;
- act responsibly and professionally in resolving or acknowledging differences of opinion.

4. Act fairly and impartially:

- avoid bias, discrimination, caprice (*a sudden and unaccountable change of mood or behaviour*) or self-interest;
- demonstrate respect for others by acting in a professional and courteous manner: respect other people's views and opinions; listen carefully to what people are saying; don't raise your voice or use inappropriate language;
- respect the committee's processes and decisions, and abide by them in good-faith.

5. Use information appropriately:

- ensure information gained as a Committee Member is only applied to fit and proper purposes;
- ensure information is kept confidential unless agreed by the Committee to be released to the membership, other entities or the public;
- ensure that any personal information coming to your attention as a Committee Member is handled in compliance with privacy obligations.

6. Use your position appropriately:

- avoid the use of your position as a Committee Member to seek an undue advantage for yourself, family members, associates or a company;
- avoid the use of your position as a Committee Member to cause detriment to the Association or its' members;
- ensure that you decline gifts, favours or arrangements that may cast doubt on your ability to apply independent judgement as a Committee Member.

7. Act in a financially responsible manner:

- understand financial reports and other financial material that comes before the committee and actively inquire into this material.

8. Comply with the Association's governance rules:

- have a good working knowledge of the Association's governing documents pertaining to your role as a Committee Member;
- act within the powers and for the functions set out in the Association's governing documents;
- abide by the Association's governing documents including the Constitution, by-laws and other policies, practices and decisions the committee passes – including those around public or media comment, social media, contact with stakeholders and political neutrality.

9. Demonstrate leadership and stewardship:

- promote and support the application of the Association's Objects and values;
- acknowledge and act in accordance with the responsibility you as a Committee Member have in regard to the rights of members of the Association and other stakeholders of the Association;
- act in accordance with this Code of Conduct.