



## BOB HAWKE COLLEGE

### Code of Conduct for Board Members

#### 1.0 Introduction

This document sets out the expected behaviour of all members of the Bob Hawke College Board (**Board**). Board members are required to sign this document (**Code of Conduct**) signifying agreement to uphold the principles of the Code of Conduct, both in letter and spirit.

The overriding principle for all Board members is:

***“To act with integrity, where all decisions and actions are in the best interest of the College and students.”***

#### 2.0 Board Decisions

1. Board members will take into account the following primary considerations in making Board decisions:
  - A. The vision, ethos and values of the College.
  - B. What is in the best interests of students.
  - C. What will enhance the education provided by the College both current and future.
2. Board members will represent all sectors of the College community and not only one viewpoint or the view of an individual. Board members will regularly seek the views and opinions of the whole College community. Relevant feedback will be communicated to the Board. Where appropriate, individual confidentiality must be maintained.
3. Board members will “speak as one voice” in the public arena once a decision has been made.

#### 3.0 Conduct

In fulfilling their duties, Board members will:

1. Maintain personal and professional integrity.
2. Abide by all relevant legislation and industrial agreements.
3. Conduct themselves in a civil and respectful manner at Board meetings and in the course of Board business.
4. Engage in clear and honest two-way communications and transparent processes.
5. Act for the benefit of the College and not for personal, professional or third-party gain or financial enrichment.
6. Maintain confidentiality and privacy with regard to sensitive matters, especially matters of a personal nature relating to staff, students or parents.
7. Not act in any way that constitutes discrimination, harassment or bullying.
8. Not engage in conduct likely to discredit the reputation of the College or Board.
9. Declare any personal or financial interest, duty, responsibility to or relationship with another person where this is in conflict with the interests of the College or that may influence the person when discharging their responsibilities as a member of the Board (**Conflict of Interest**).

10. Not engage in any direct correspondence with the media but will direct all communications to the Principal or the Board Chair.
11. Maintain appropriate levels of confidentiality at all times. This includes
  - i. Ensuring all Board documents are kept secure.
  - ii. Access to email and other forms of electronic communication are restricted to Board members only.
  - iii. Taking care when discussing Board matters outside Board meetings.

#### **4.0 Conflict of Interest**

Where appropriate or at the request of a majority of the other Board members, a Board member with a Conflict of Interest in relation to that matter will:

1. Refrain from participating in the discussion, either during or outside of a meeting;
2. Refrain from voting; and/or
3. Refrain from attending all or part of the meeting,

unless expressly invited to do so by unanimous agreement of all other members present.

#### **5.0 Meetings**

In fulfilling their duties, Board members will:

1. Review, in advance, all materials relating to items to be discussed at the next Board meeting. This will allow for efficient and productive meetings;
2. Submit an apology prior to a meeting if they are unable to attend; and
3. Actively participate in sub-committees and meetings as the need arises.

#### **6.0 Breach of the Code of Conduct**

Where a member has breached this Code of Conduct, the Board may remove the person as a member of the Board in accordance with clause 15 of the Board's Terms of Reference.

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Board member name

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Signature

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Date