



EQUESTRIAN NSW COMMITTEES CODE OF CONDUCT AND ETHICS

PREAMBLE

All Equestrian NSW Committees shall apply this Code of Conduct and Ethics (the Code) to set high ethical standards and so that Committee Members (Members) act in accordance with this Code and will pursue the highest standards of professional and ethical conduct in the interests of Equestrian NSW and our stakeholders.

THE CODE

The following principles govern Members' conduct.

1. Fairness, Honesty and Integrity

- Members shall act with honesty, integrity and fairness, in the best interests of Equestrian NSW as a whole.
- Members shall commit sufficient time to comply with their fiduciary duties, including attending meetings, reading the material provided and doing related due diligence.
- Members shall recognise that the primary responsibility is to Equestrian NSW as a whole but may, where appropriate, have regard for the interest of other stakeholders.
- Members shall not make improper use of information acquired as a Member.
- Members shall not take improper advantage of the position of being a Member.
- Members shall behave in a respectful manner towards the other Members and staff.
- Members shall be independent in judgement and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Committee.
- Members shall preserve and enhance the good reputation of Equestrian NSW and publicly support majority decisions by the Committee.
- Members shall avoid behaviour which might damage the reputation of Equestrian NSW, with emphasis on not promoting, posting or supporting negative comments on social media.

2. Confidentiality of Information

- Members shall not disclose confidential information about any aspect of Equestrian NSW without the formal consent of Equestrian NSW.
- Members shall not use information obtained by them as a Member for personal financial gain or for the financial benefit of any other person or business.
- Members shall respect and not disclose to external parties the intellectual property and rights of Equestrian NSW.
- In agreeing to this Code, Members accept that their obligations under this clause extend beyond their term as a Member.

4. Disclosure of Interests

- Members must fully and promptly disclose to the Committee Secretary any private or other business interests and relationships which may lead to potential or actual conflict of interest.
- Members' dealings with Equestrian NSW will always be at arm's length to avoid the possibility of actual or perceived conflicts of interest.

5. Abiding by the Law and Policies

- Members will abide by the law at all times.
- Members will comply with all policies adopted by Equestrian NSW from time to time, including but not limited to policies relating to corporate governance, finance, procurement, reporting, privacy, work health & safety, and travel.

6. Payments, Gifts and Travel

- Members will not use their status as a Member to seek or accept personal gain from those doing or seeking to do business with Equestrian NSW.
- Members will only be reimbursed for legitimate and reasonable expenses incurred in performing their duties.

7. Interpretation

The Committee Chair shall ensure that the application of this policy will be fair, just and equitable in all situations.

8. Enforcement

The Equestrian NSW Board President (President) is ultimately responsible for interpretation, application and enforcement of this Code. All complaints concerning a possible code of conduct and ethics violation by Members shall be made in writing to or by the President with a copy provided to the complainant.

The President shall make an initial determination of the issue and shall attempt initial resolution of the problem with the complainant and respondent.

If this initial attempt at resolution is not successful, the President shall appoint a Tribunal Panel to investigate the complaint.

The Tribunal Panel will include:

- A lawyer or magistrate, as Chair; and
- An Equestrian NSW Director; and
- The Equestrian NSW Chief Governance Officer.

The Tribunal Panel is required to investigate the complaint, providing procedural fairness to the Complainant and Respondant and submit a written report to the President within 30 days.

9. Delegation and Penalties

Should the President be the subject of a written complaint, another member of the Board selected by the Board shall perform the duties normally assigned to the President in this matter.

Penalties imposed for breach of the Code may include, but are not limited to, the following:

- Excluding Members from portions of all future meetings and discussions which relate to the stated conflict of interest, and/or
- Censure of members, in private, in public, or both, and/or
- Removal of Members from office and cancellation of Equestrian NSW membership under Rules 9 and 17.1(e) of the Equestrian NSW Constitution.

I..... agree to comply with this Equestrian NSW Committees Code of Conduct and Ethics

Signature

Date

DOCUMENT CONTROL

Document Name – Equestrian NSW Committees Code of Conduct and Ethics

Document Owner – ENSW Chief Executive Officer

Document Approver – Equestrian NSW Board

Version Control

Version	Status
Version 1	Approved by the Equestrian NSW Board – May 22