

## DRAFT CODE OF ETHICS

### Introduction

It must be stressed that this Code is not presented as a model for possible adoption but merely as an illustration of the kind of agreed principles that might arise from a process of consultation.

### Members

- Shall observe the provisions of the Constitution, policies, and rules of the organisation;
- Shall treat the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation with respect;
- Shall not so act as to bring the organisation or its mission into disrepute.

### Directors

- Shall, in all business conducted under the aegis of PDA, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the Constitution, policies, and rules of the organisation;
- Shall, as far as possible, attend all meetings of the Board, and, in the event that they are prevented from attending any meeting of the Board, shall notify the PDA Manager (acting in the capacity of Board Secretary) of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;
- Shall undertake any training necessary for the performance of their duties;
- Shall treat the other members of the Board, and the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation with respect;
- Shall not so act as to bring the organisation or its mission into disrepute.

### Office Bearers

- Shall carry out enthusiastically and competently the duties assigned to the position;
- Shall, in all business conducted under the aegis of PDA, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the Constitution, policies, and rules of the organisation;
- Shall, as far as possible, attend all meetings of the Board, and, in the event that they are prevented from attending any meeting of the Board, shall notify the PDA Manager (acting in the capacity of Board Secretary) of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;

### Employees and Volunteers

- Shall, in all business conducted under the aegis of PDA, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the Constitution, policies, and rules of the organisation, including any policies on conflict of interest;
- Shall enthusiastically and competently carry out the duties specified by their contract of employment;
- Shall treat the other staff of the organisation, and the members of the organisation, and the office-bearers of the organisation with respect;
- Shall undertake any training necessary for the performance of their duties;
- Shall, in any work carried out for the organisation, follow the directions of their designated supervisors;
- Shall not so act as to bring the organisation or its mission into disrepute.