

## **CODE OF CONDUCT**

This **Code of Conduct** sets out the principles of good conduct and standards of behaviour which are expected of the Executive, Members and Contractors/Consultants of the Australian Digital and Telecommunications Industry Association Inc. (ADTIA) It is built on shared values and is intended to help, not hinder, the Co-Chairs and members in carrying out their respective roles and responsibilities, which include:

The objectives of the Association shall be to:

- (a) represent the digital and telecommunications industry in delivering the best possible technological outcomes for consumers;
- (b) establish digital and telecommunications industry benchmarks and training standards that ensure a consistent application and standardised system for compliance and quality outcomes throughout Australia;
- (c) monitor and improve the levels of quality, expertise and qualifications of digital and telecommunications technicians;
- (c) provide a networking organisation for members and act as an advisory group for government and industry the industry; and
- (d) work with industry and members to create employment opportunities within the digital and telecommunications industry.

In adhering to the Code of Conduct, ADTIA Executive Committee Members must:

- Provide strategic leadership and direction in fulfilling the ADTIA's charter and functions
- Comply with all policies, procedures and rules of the association
- Attend and participate in Executive committee meetings and the work of the management committee
- Clarify who has authority to speak on behalf of the association
- Maintain confidentiality
- Behave in ways that are respectful of diversity, non-discriminatory and uphold the association's values
- Behave in ways that do not abuse, physically, sexually or verbally, any member of the association, staff, volunteers or members of the public
- Comply with all legal obligations in relation to such areas as Privacy, Freedom of Information, Equal Opportunity, Anti-Discrimination etc.



---

Under the strategic direction of the Co-Chairs, the role of ADTIA Members is to:

- Provide support to the Executive
- Actively contribute their particular skills and experience to the roles, functions and operations of the ADTIA
- Identify, understand and comply with their responsibilities under the relevant Incorporated Associations legislation and any other legal obligations
- Actively support and be accountable for ADTIA performance outcomes as a Committee and an incorporated body

**Conflict of Interest**

A conflict of interest is a situation where a person has a personal interest in a matter, either direct or indirect, which will result in a pecuniary or non-pecuniary benefit, which is the subject of a discussion or decision by the ADTIA Inc.

If a member of ADTIA has a direct or indirect interest in a matter being considered by the ADTIA, the member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting of the ADTIA. Interests of members of immediate family should also be disclosed to the extent that they are known.

The disclosure must be recorded in the minutes of the meeting.

A member who makes a disclosure must not:

- Be present during any deliberation of the ADTIA with respect to that matter, or
- Take part in any decision of the ADTIA with respect to that matter.

If a member is in any doubt as to whether their particular circumstances may be a conflict of interest, they should disclose the matter to the ADTIA Executive. Where doubt exists as to conflict of interest, the Co-Chair may deem that a conflict of interest exists.

**I agree to abide by the ADTIA Code of Conduct outlined above:**

Signature: ..... Name: .....

Organisation: .....