



<b>BOARD CODE OF CONDUCT POLICY</b>		Document #	Level: Tier 1
		Prepared By: Compliance Officer	Date Prepared: 6/07/2017
Effective Date: 1/09/2018	Revision # V1	Reviewed By: PRCM Committee	Date Reviewed: 7/08/2018
Compliance: <i>Australian Charities and Not-for-profit Commission Act 2012 (Cth)</i> <i>Corporations Act 2001 (Cth)</i>			

### Purpose

The purpose of this policy is to affirm the expectations of the Archdiocese of Hobart ('Archdiocese') with respect to the conduct and behavior of those persons appointed to any Board, Council, Commission or Committee related to the Archdiocese as determined by the Archbishop.

### Scope of Application

This policy applies to the Archdiocese and its agencies including: Archbishop's Office, Parishes, Church Office, CatholicCare Tasmania, Centacare Evolve Housing, Catholic Education Tasmania and the Catholic Development Fund.

This Code of Conduct may also be used to apply to bodies or committees associated with any of the above agencies, established to progress initiatives under the auspices of the Archdiocese.

### Policy

#### Code of Conduct:

1. To act honestly, in good faith and in the best interests of the organisation as a whole.
2. To avoid conduct or an omission that contravenes commonwealth or state legislation.
3. To accept a duty of care and diligence in fulfilling the functions of the office and exercising the powers attached to that office.
4. To abide by the governing documents of the respective Board, Council, Commission or Committee. This also includes bodies or committees established under the auspices of the Archdiocese.
5. To use the powers of office for a proper purpose, in the best interests of the organisation as a whole.
6. To recognise that the primary responsibility is to the specific organisation but to always have regard for the best interests of the Archbishop and the Archdiocese of Hobart overall.
7. To not make improper use of information acquired as a board member.
8. To not take improper advantage of the position of board member.
9. To properly manage any conflict with the interests of the organisation.
10. To exercise independence in judgment and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the combined board, council or commission.

11. To treat all information received as deemed 'Confidential'. Information received by a board, council or commission member, in the course of the exercising their duties, remains the property of the organisation from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by that organisation, or the person from whom the information is provided, or is required by law.

12. To not engage in conduct likely to bring discredit upon the organisation.

13. To be signed by board member:

I..... of .....  
.....

Agree to abide by this Code of Conduct

Signed:..... Date: .....

**Definitions**

**Board member:** For the purposes of this document a 'board member' is also a director, council or committee member.

**Related Documents**

- Conflicts of Interest Policy
- Employees Appointments to Boards
- Workplace Behaviour Policy

**Changes to this policy**

The Archdiocese will review this policy from time to time and updates are available on the website.

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**Policy approved by:**

Most Rev Julian Porteous, Archbishop of Hobart,

11 August 2018