



CODE OF CONDUCT

Purpose

This code of conduct is one of the corporate governance measures applied by South Australian Rifle Association (SARA) to ensure ethical behaviour on the part of directors and staff of the Association. It comprises a description of factors relevant to ethical conduct, and undertakings to which directors and staff subscribe.

Introduction

The code sets out broad principles of behaviour rather than providing detailed rules for particular situations. The specific undertakings made by Board Members and staff are concise, making them easy to remember and therefore less likely to be overlooked — an important consideration, since infractions of good conduct in organisations are more often accidental than deliberate.

The code is a statement of standards that must be explicitly adhered to rather than merely be professed. When adherence is problematic, the circumstances must be reported.

The need for a code

Ethical conduct is a non-negotiable obligation of directors and officers of Australian companies, stemming from the duties that they owe to members and to their wider stakeholders.

In signing the code of conduct, the SARA Board Members are committed to demonstrating, through both their words and actions, an absolute allegiance to it. They accept responsibility for promoting high standards of ethics and integrity, recognising that the language, attitudes and actions of the Board and Executive Officer affect the integrity, ethics, values and other aspects of the Associations culture.

The importance of a culture that supports ethical behaviour

The Board is determined to build a culture of transparency, trust and candour that is well suited to the needs of a small Association with a high output and a strict limit to overhead costs. This culture will result in large measure from a strong philosophical commitment to good corporate governance and continual improvement.

Being seen to be ethical

The code of conduct not only guides behaviour; it is also important in helping to encourage accurate perceptions of behaviour. Although actual adherence to the highest ethical standards is paramount, it is also important for the organisation and the individual to avoid ambiguous behaviour that may be perceived as unethical. This requirement to be *seen* to be ethical is not an obligation borne alone by the individual Board Member: the transparency of the Associations management processes goes a long way to counter such misconceptions.

Consequences of failure to observe the code

Breach of this code would jeopardise SARA's good corporate governance practices, possibly to a serious degree.

When unethical conduct is proved to have occurred, remedial action may include counselling or re-training in the case of an unintentional, less serious breach; mediation; dismissal; or — in the case of an intentional, more serious breach — referral to the police or regulatory authorities.

SARA Code of Conduct — Undertakings

By Board Members

1. I acknowledge my over-riding duty to act lawfully, loyally and carefully in relation to SARA.
2. I acknowledge:



- (a). the requirement to act honestly and to use a reasonable degree of care and diligence.
 - (b). the prohibition of improper use of inside information or position, and
 - (c). my duties established under the *Associations Incorporation Act 1985* and under common law, such as to act in good faith, for a proper purpose and in the best interests of the Association; to exercise powers for the purposes for which they were conferred, to avoid unreasonably fettering the future exercise of the Board powers; and to avoid significant interests that may conflict with the interests of the Association.
2. I recognise that my primary responsibility is to Members of the Association but that I should also have appropriate regard for the interests of all stakeholders.
 3. I acknowledge that confidential information received by me in the course of my duties remains the property of the entity from which it was obtained. I also acknowledge that it would be improper to disclose that information, or allow it to be disclosed, unless disclosure has been authorised by that entity, or the person from whom the information was provided, or is required by the law.
 4. I will not engage in conduct likely to bring discredit on SARA.
 5. I will respect the views and practices of people with whom I have contact on Association business and treat those people with dignity and goodwill.
 6. I will keep myself familiar with the policies of SARA and will comply unfailingly with those policies relating to ethical conduct.
 7. I acknowledge my responsibility to report corrupt practice, breaches of the law and matters detrimental to the Association.
 8. I acknowledge my obligation, always, to comply with the spirit as well as the letter of the law and this code.
 9. I acknowledge my obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board.

Declaration

Signature of person subscribing to the code:

Name: _____ Signature: _____

Position: _____

Date signed: ____/____/20____