

CODE OF CONDUCT

FOR BOARD OF MANAGEMENT MEMBERS

OCTOBER 2021

Boards of Management operate most effectively when Board members are aware of the organisation's expectations of them. To clarify expectations, the following code of conduct for Board of Management members has been developed. Each Board member is required to sign the code of conduct on becoming a Board member.

Board members agree to:

- abide by the vision of Launchpad Youth Community Inc.;
- observe all the rules of Launchpad Youth Community Inc. including those specified in the constitution, the relevant legislation which is the NSW Incorporations Act 2009 and any others set by the Board of Management or the membership of Launchpad Youth Community;
- treat clients and their children, staff and Board of Management members consistently with fairness and respect in all interactions, in a non-discriminatory manner with proper regard for their rights and obligations;
- observe culturally safe practices in all communications and interactions, both written and verbal, in the execution of the role
- observe cultural protocols, such as Acknowledgement of Country, during the Board of Management meetings
- observe the organisation's commitment to diversity and inclusion in all communication and interactions, both written and verbal, in the execution of the role
- follow the requirements of the NSW Department of Fair Trading;
- abide by the policies and procedures in the Launchpad Youth Community Inc. Policy and Procedures Manual;
- attend 80% of the 10 Board meetings per year, and provide apologies when unable to attend:
- be available to attend the Annual General Meeting;
- not act on Launchpad Youth Community Inc. matters without the consent of the Board;
- not be involved in the day-to-day operations of Launchpad Youth Community Inc.;
- perform their duties in a professional and appropriate manner, avoiding acts of inappropriate conduct, discrimination and bullying;
- adhere to all the accounting procedures of Launchpad Youth Community Inc.;
- represent Launchpad Youth Community Inc. in a positive way with integrity and conscientiousness;
- not discuss confidential issues with people outside of Launchpad Youth Community Inc. or with staff or members of Launchpad Youth Community Inc. without the consent of the Board;
- follow any grievance procedures set down by the Board of Management to try to resolve any conflicts with staff or members of Launchpad Youth Community Inc.;
- not harass, abuse, physically or verbally clients or their children, staff or members of Launchpad Youth Community Inc.;
- not accept gifts from or purchase any items from clients;
- not have sexual relationships with staff or clients, nor take them to their (Board members') homes;
- not take illegal drugs or consume alcohol when on duty.
- If a member of the Board fails to abide by the above rules they may be dismissed from the Board of Management.