



AUSTRALASIAN
CEMETERIES & CREMATORIA
ASSOCIATION

ACCA BOARD & STAFF CODE OF CONDUCT

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Date	Author	Revision Notes
22 October	Ken J Manders – Exec. Officer	Original draft prepared.
15 November	Board	Amend: title and 4.8 – and Adoption

BACKGROUND

This document was adopted by the Board of Directors at a meeting on 15 November 2010.

1. INTRODUCTION

The Australasian Cemeteries & Crematoria Association (ACCA) values its tradition of integrity, responsibility and fair dealing. We are committed to maintaining the highest standards in our dealings with members, the community and in the services we provide.

This Code of Conduct has been developed to assist Board Members and Staff in achieving these standards and in providing guidelines for making day-to-day decisions.

Our Members are entitled to expect that:

- The business of the Board will be conducted with efficiency, impartiality and integrity;
- Members of Staff will obey the spirit and letter of the law, particularly in relation to all relevant statutes, regulations and instruments;
- Members of staff will act with dignity and respect in all their dealings on behalf of ACCA;
- Duty to the members will always have absolute priority over the private interests of Board Members and Staff, as specified in clause 2.1 below.

This Code does not override any legislation applicable to the industry in general.

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

It is essential that members of ACCA and the public in general are confident that Staff and Board Members are free of any conflicts of interest, when making decisions within the role of ACCA.

Board Members and Staff must ensure that opportunities do not exist for their interest, or those of people close to them or organisations of which they are a member to conflict with the impartial performance of their professional duties.

In considering whether or not there is a possible conflict of interest, it is always important to think about how others would view your situation.

A conflict of interest can be pecuniary or non-pecuniary, and would exist where:

- You have a personal interest that could lead
 - you to be influenced in the way that you carry out your work or duties;
 - a fair person to think that you could be influenced in the way that you carry out your work or duties;
- A family member, relative, friend, associate or anybody else close to you has an interest that could lead to you being influenced or a fair person to think that you could be influenced, in the way that you carry out your work or duties.

3. PERSONAL BENEFIT

Use of Confidential Information

Board Members and Staff must not use confidential information obtained in the course of business for anything other than for the ACCA role.

Information available to the members and the general public must be released in accordance with official ACCA procedures.

Improper and Undue Influence

Board Members and Staff should not take advantage of their position to influence other members of Staff in the performance of their work in order to gain, either directly or indirectly, an undue or improper advantage or gain, either for themselves or for any other person or body.

Gifts and Bribery

Gifts are offered for a number of different reasons from tokens of appreciation to those which could be considered bribes from tender companies, suppliers and developers.

Token gifts which have not been solicited, do not have any significant monetary value, are inconsequential or trivial and are not offered on a regular basis may be accepted but should be reported to the Executive Officer or President.

The offer of cash (any amount) or its equivalent is never considered acceptable.

Board Members and Staff shall take into account the following issues when considering whether a gift is a token kind or hospitality is moderate:

- What an impartial observer may think;
- The scale, lavishness or expense/cost/value of the gift or benefit;
- The frequency of occurrence; and
- The degree of openness surrounding the occasion or gift.

Board Members and Staff should not seek any immediate or future gift, reward or benefit for themselves or for any other person or body and should not accept any gift, other than described above, which in any way relates to their status with ACCA or their performance of any duty or work which is connected with ACCA.

If any gift, reward or benefit is offered, other than described in above, the matter should be reported promptly and fully to the Executive Officer (Staff members) or President (Executive Officer and Board Members).

4. CONDUCT OF BOARD MEMBERS AND STAFF

Personal Behaviour

ACCA is committed to maintaining an ethical workplace where Board Members and Staff uphold the principles of honesty, integrity and impartiality.

Board Members and Staff should:

- Not make any allegations which are improper or derogatory (unless both true and in the public interest) and must refrain from any form of conduct, in carrying out their official or professional duties, which might cause any personal offence or embarrassment.
- At all times obey the law and act in good faith in the interests of ACCA and the industry.
- Represent and promote the interests of the members.
- Act with sobriety at all times when representing the Board and at ACCA functions.

Board Members carrying out their duties and responsibilities are expected to act in the interests of the members, and should not engage in activities that are for party political or outside industry purposes.

Honesty and Integrity

Board Members and Staff should:

- Observe the highest standards of honesty and integrity and avoid any form of conduct that would bring ACCA into disrepute.
- Be frank and honest but sensitive in their official dealings with each other.

Performance of Duties

While on duty Staff must give their whole time and attention to ACCA business, ensuring that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably on both them and ACCA.

4.4. Compliance with Lawful Orders

Staff must obey any lawful direction given by other persons with authority. If the direction is considered to be unreasonable or improper, the matter should be referred as soon as possible to that person's superior.

The lawful policies, decisions and practises of ACCA must be carried out regardless of whether individuals agree with or approve of them.

4.5 Administration and Management Practices

Board Members and Staff should:

- Comply with proper responsible and reasonable administrative practices in the performance of their professional duties.
- Be given access to all ACCA held information necessary for them to perform their duties and responsibilities.

4.6 Reporting Corruption, Maladministration, Serious and Substantial Waste

It is the responsibility of all Board Members and Staff to prevent corruption, maladministration and wastage. Board Members and Staff must report suspected actions.

All reports will be investigated unless they are deemed to be frivolous or with insufficient grounds and serving only to cause annoyance.

4.7 Instruction to Employees

No Board Members shall give instructions to employees of ACCA other than through resolutions of the Board, which will be implemented by the Executive Officer.

Board Members requiring action on a particular issue that they consider has not been dealt with satisfactorily by staff may:

- Raise the matter directly with the Executive Officer or President.
- Request the Executive Officer to list it on the next appropriate Board Agenda.

4.8 Board/Staff Relations

Board Members who have a criticism of staff shall direct it to the Executive Officer or President.

The President may refer it to the Executive Officer for response and resolution or may elect to have it discussed at a meeting of the Board.

Staff who have a criticism of a Board Member shall direct it to the Executive Officer, who may resolve it if within his means, or refer it to the President for response and resolution.

Criticism of the President or Executive Officer will be managed by the Board, utilising the same procedures as those detailed above.

5. DEALING WITH ACCA PROPERTY

5.1 Use of the Facilities, Funds, Staff and Equipment

Resources are provided so that members benefit and should be used effectively and economically.

Board resources may not be used for private purposes without prior written consent of the Executive Officer or the President.

5.2 Travelling and Sustenance Expenses

Board Members and Staff should only claim or accept travelling or sustenance expenses that have a direct bearing on the services, policies and business of ACCA.

6. CORPORATE OBLIGATIONS

6.1 Health, Well-being and Safety

Board Members and Staff should ensure that ACCA's premises are safe, that the smoke-free working environment is maintained and the health, safety and well-being of Staff, Board Members and visitors are ensured.

6.2 Professional Advice

Staff may offer qualified, professional advice to the Board, where appropriate.

7. BREACHES OF THE CODE

ACCA is committed to the standards outlined in this Code of Conduct and may take action if the Code or any relevant law is breached. Sanctions may include ACCA taking disciplinary action, laying charges and the taking of civil action.

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