



Code of Conduct & Confidentiality Policy

- A. The ACTBGA is an incorporated body in the ACT under the *Associations Incorporation Act 1991* (“Act”).
- B. Under the Act:
 - (a) Officers of the ACTBGA include:
 - (i) a member of the committee of the ACTBGA [i.e., board or association member];
 - (ii) the executive officer of the ACTBGA;
 - (iii) the holder of any other office of the ACTBGA (however described); or
 - (iv) any other person who is concerned in or takes part in the management of the ACTBGA’s affairs (including staff of the ACTBGA).
 - (b) Officers of the ACTBGA have certain obligations in the way they carry out their duties.
- C. Officers of the ACTBGA, volunteers and those who contract with the ACTBGA have obligations towards the ACTBGA as well as towards other members, volunteers, contractors and officers.
- D. Officers of the ACTBGA explicitly must carry out their duties in keeping with the Act and in accordance with the additional requirements set out in the Code of Conduct and Confidentiality Policy and associated Agreement.
- E. Officers of the ACTBGA, volunteers, and those who contract with the ACTBGA must carry out their duties, functions or contracts, as the case may be, in accordance with the Code of Conduct and Confidentiality Policy and associated Agreement.

Officers’ Obligations

- 1. An officer of ACTBGA must exercise the officer’s functions and discharge the officer’s duties with the degree of care and diligence reasonably necessary, taking into account the circumstances applying at the time of the exercise of the function or the discharge of the duty.
- 2. An officer of the ACTBGA must exercise their functions and discharge their duties—
 - (a) in good faith in the best interests of the association;
 - (b) for a proper purpose;
 - (c) by properly managing any actual, potential or perceived conflict of interest;
 - (d) by informing themselves about the subject matter of the board or committee judgement or decision to the extent that is appropriate;

- (e) by making judgements in the best interests of the ACTBGA as a whole; and
 - (f) not engage in any conduct likely to bring discredit upon the ACTBGA or its members.
3. An officer of the ACTBGA must not:
- (a) improperly use their position to—
 - (i) gain a personal advantage for themselves or another person; or
 - (ii) cause detriment to the ACTBGA
 - (b) if they obtain information because they are or have been, an officer of the ACTBGA, make improper use of the information acquired in their position including to:
 - (i) gain an advantage for themselves or another person; or
 - (ii) cause detriment to the ACTBGA.

Officers', Members', Volunteers' & Contractors' Obligations

4. An officer, member, volunteer or contractor must:
- (a) act with care and diligence;
 - (b) when acting in connection with ACTBGA, treat everyone with respect and courtesy, and without harassment;
 - (c) when acting in connection with ACTBGA, comply with all applicable Australian laws;
 - (d) comply with any lawful and reasonable direction given by someone in ACTBGA, who has authority to give the direction;
 - (e) maintain appropriate confidentiality about dealings that the officer, member, volunteer or contractor has with any other ACTGBA member of staff, and associated members of schools;
 - (f) use ACTBGA resources in a proper manner and for a proper purpose; and
 - (g) not provide false or misleading information in response to a request for information that is made for official purposes in connection with the officer's, member's, volunteer's or contractor's ACTBGA employment.
5. An officer, member, volunteer or contractor must not improperly use inside information or the duties, status, power or authority:
- (a) to gain, or to seek to gain, a benefit or an advantage for the member or any other person; or
 - (b) to cause, or seek to cause, detriment to ACTBGA, its staff, or its associated schools.
6. An officer, member, volunteer or contractor must at all times behave in a way that upholds:
- (a) the ACTBGA values and principles; and
 - (b) the integrity and good reputation of the ACTGBA.

Conflict of Interest

7. An officer, member, volunteer or contractor must:
 - (a) take reasonable steps to avoid any conflict of interest (real or apparent) in connection with another party's relationship with ACTBGA; and
 - (b) disclose details of any material personal interest in connection with another party's relationship with ACTBGA.

Confidentiality Policy

8. "Confidential Information" means any information whether oral, written, electronic or in any other form which is made available by the ACTBGA, which relates to the ACTBGA's business, services, member schools, techniques, intellectual property, designs, methods of operation, research and information, including but not limited to:
 - (a) organisational, statistical and strategic information;
 - (b) financial and accounting records;
 - (c) information pertaining to the assessment and evaluation of applications; or
 - (d) documents that show what, if any, arrangements are in place with any other person or entity.
9. ACTBGA takes its confidentiality responsibility extremely seriously.
10. Ongoing implementation of practices to protect confidentiality is required at all levels of the ACTBGA.
11. An officer, member, volunteer or contractor will:
 - (a) circulate Confidential Information only to appropriate recipients.
 - (b) only discuss Confidential Information with appropriate parties.
 - (c) grant access to Confidential Information only to those with required authority and demonstrated need.
 - (d) not publicly announce the approval of grants, nor advise schools that an approval has been granted, until formally advised by the Australian or ACT Government.
 - (e) implement the level of confidentiality required for Confidential Information that comes into their possession.
 - (f) if unsure of the appropriate method of dealing with information, seek advice from the Chair or Executive Officer of the ACTBGA and act on that advice.