

## CONDUCT AND ETHICS POLICY

### **Preamble:**

The Board has adopted this Policy in accordance with Rule 21.2 of the Melbourne Press Club's Rules of Incorporation ("Rules") to set high ethical standards for board members. All board members will act in accordance with this Policy and will pursue the highest standards of professional and ethical conduct in the interests of the MPC, club members and all other stakeholders. These provisions should be read in conjunction with the Rules.

### **The Policy:**

The following principles govern board members' conduct:

#### **1. Fairness, Honesty and Integrity**

- Members will act with fairness, honesty and integrity in all of their dealings on behalf of the MPC.
- Members will not discriminate on the grounds of people's race, religion, gender, marital status, sexual orientation or disability.
- Members will not knowingly make promises or commitments that the MPC does not intend, or is unable, to honour.
- Members will treat all employees, club members, sponsors and other stakeholders and their colleagues with courtesy and respect.
- Members will require that all employees of the MPC act in accordance with these principles of fairness, honesty and integrity.
- Members will preserve and enhance the good reputation of the MPC and avoid behaviour that might damage the MPC's brand and reputation.

#### **2. Personal Transactions**

- Members will keep their personal or other business dealings separate from their dealings with and on behalf of the MPC.
- Members will not use the name of the MPC to further any personal or other business purpose.

### **3. Confidentiality**

- Members will ensure that confidential information relating to MPC business, members, sponsors and employees is not disclosed to third parties without the consent of the Board. Members may seek advice on the boundaries of confidentiality from the president or CEO.
- Members will not use information obtained by them as an MPC Board member for personal financial gain or for the financial benefit of any other person or business.
- Members will respect the privacy of others.
- Members other than the President and CEO will not make public comments, including on social media, regarding the considerations and determinations of the Board and the work of the secretariat without the authorisation of the President, the CEO or the Board.

### **4. Disclosure of Interests**

- In accordance with Rule 27.8, Members must fully and promptly disclose to the Board any private or other business interests and other matters that may lead to potential or actual conflicts of interest.
- Members' dealings with the MPC will always seek to avoid the possibility of actual or perceived conflicts of interest or duty.
- Where conflicts exist, the Member and the Board will ensure that conflict is addressed appropriately.

### **5. Joining the Board**

- All nominees for Board membership will be required to sign this Policy at the time of their nomination and prior to their election
- All nominees for election will agree at the time of their nomination to accept and abide by all of the conditions of this Policy

### **6. Compliance with Policy of Conduct and Ethics**

- The Board reserves the right to request the resignation of any member who deliberately breaches the terms of this Policy
- In accepting the terms of this Policy, all Members and prospective members accept the right of the board to request their resignation in the event of deliberate breaches or to implement the process in Rules 7 or 32
- Members recognise their collective responsibility to comply with this Policy and to encourage compliance by all other Members. Any Member, employee, sponsor or other stakeholder who wishes to raise any behavioural concern in relation to a Member may approach the President, CEO or any other Member.