



## **Code of Conduct**

The ASLIA Community comprises general members, Directors of the ASLIA Board and members of State and Territory Association Committees.

While all members of ASLIA are expected to abide by the ASLIA Code of Ethics and Guidelines for Professional Conduct (2007), all members who are in a position of leadership and governance – such as Directors of the ASLIA Board and members of State and Territory Association Committees are also expected to abide by the Code of Conduct outlined in this Policy.

The ASLIA Board and ASLIA's State and Territory Association Committees are committed to maintaining the trust and respect of our members and the public at large through unquestionable integrity, honesty and ethical business conduct.

All Directors of the ASLIA Board and members of State and Territory Association Committees shall indicate their acceptance of this policy by signing a copy of the Code of Conduct Agreement on being appointed to the Board, or members of State and Territory Association Committees, including sub committees and/or other relevant representations of ASLIA.

## ASLIA Code of Conduct for Board Directors and State and Territory Committee Members

All members of an ASLIA committee or Board will:

1. Comply with the relevant local and national ASLIA Constitutions, ASLIA Policies and all relevant legislation.
2. Represent the best interests of the members and the association over and above personal and professional interests, and in line with the association's Vision and Mission.
3. Act in the best interests of ASLIA and not engage in activities that may conflict with the interests of the association or negatively impact the reputation of the association.
4. Act honestly and with high standards of personal integrity
5. Respect confidentiality of information received in the course of meetings and association activities
6. Declare potential conflicts of interest as soon as they arise and refrain from discussion and voting when applicable
7. Use ASLIA property and information, including information regarding members, only for its intended ASLIA purpose, and not for personal or commercial gain.
8. Not speak on behalf of the association, including forums such as any social media, unless designated by the ASLIA Chairperson or the Board as a vote in accordance with the constitutional stated quorum.
9. Not offer or accept gifts, gratuities, favours or personal rewards intended to influence ASLIA's decisions or activities. Gifts of nominal value (flowers, wine, pens, advertising items) may be accepted.
10. Not use their individual authority when dealing on an individual basis with staff or members
11. Treat staff and fellow Committee members/Directors with respect and listen to their points of view
12. Participate in association meetings with punctuality, vigour and respect; and keep informed about developments and issues relevant to ASLIA and the Committee operations.



### Code of Conduct Agreement

I have read and understood the Australian Sign Language Interpreters Association Inc., Code of Conduct and agree to be bound by it during my term as a committee member/Board Director.

This Declaration is made on the .....day of..... 20.....

By..... [Insert full name] of

..... [Insert address] in Australia

..... [Signature]

Signed by me on the above date In the presence of

Full Name: .....

Witness Signature: .....

Address: .....

Occupation: .....

#### Office Use only:

Received by ASLIA Date: ...../...../.....

Name: Secretary ASLIA .....

Signature:.....

Date: ...../...../.....

Name: President ASLIA .....

Signature: .....

## Version History

<b>Version Date</b>	<b>Prepared by</b>	<b>Checked by</b>	<b>Summary of updates</b>
V1 2012			
V2 2018	De Brown in consultation with Jo Baulderstone ( <a href="http://www.flinders.edu.au/people/jo.baulderstone">http://www.flinders.edu.au/people/jo.baulderstone</a> ) Danielle Ferndale Bernie Chapman Megan Bytheway	Sheree Murray David McQuiggin De Brown	Simplified – statements of the policy on the code of conduct. Language updated and new template.