



# Code of Conduct

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As a member of the Board of AKFWA, a Director should meet the following general standards:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for, his/her actions.
- Make a commitment to providing quality service.
- Be aware of, and maintain an uncompromising adherence to, AKFWA standards, rules and policies.
- Operate within Karate Australia (LAA) guidelines that govern AKFWA.

To maintain Association membership confidence in the integrity of the Board, it is essential that Directors of the Board are seen to exhibit the highest ethical standards in carrying out their duties. Directors must pursue, and must be seen to pursue, the best interest of the Association and its members. Directors must perform their duties impartially, with professionalism, objectivity and integrity.

The Code of Conduct illustrates the obligations and behaviours expected of AKFWA Board members and is underpinned by the following ethical principles:

- Integrity
- Accountability
- Honesty
- Impartiality
- Objectivity

Since the Board needs to work together as a group, Directors need to establish a set of standards for Board Meetings. At the Association, it is expected that Directors shall, in good faith, behave in a manner that is consistent with generally accepted procedures for the conduct of meetings at all meetings of the Board. Within the Board deliberations and processes, a Director should meet these standards:

## **General**

- a. Shall at all times act in the best interests of AKFWA as a whole.
- b. Shall act honestly and in good faith at all times in the interest of AKFWA and its members, ensuring that all members, are treated fairly according to their rights.
- c. Shall carry out their duties in a lawful manner and ensure that AKFWA carries out its business in accordance with the law and its own constitution.
- d. Shall establish AKFWA's vision and purpose and key values by which AKFWA should work.
- e. Shall not do anything that in any way denigrates AKFWA or harms its public image.
- f. Shall regularly review the Board's performance, and their own.



### **Meeting**

- a. Shall avoid conflicts of interests.
- b. Shall be diligent, attend board meetings and devote sufficient time to preparation for Board meetings to allow for full and appropriate participation in the Board's decision making.
- c. Shall interact with the Board and AKFWA in a positive and constructive manner.
- d. Shall listen and respect the views of others.
- e. Shall make informed decisions and give due consideration to differing points of view on the Board and amongst members.
- f. Shall accept and support the decision of the majority.
- g. Shall participate in the Board's performance appraisal, renewal and succession planning.
- h. Shall have an obligation to be independent in judgement and action and to take reasonable steps to be satisfied as to the soundness of all decisions taken by the Board.
- i. Shall expect that financial reporting will be provided in an accurate and timely manner, and risk management assessment shall be reported on regularly by the EO.

### **Strategy and Advocacy**

- a. Shall contribute to the strategic direction of AKFWA and ensure that activities are responsive and appropriate to the needs and interests of Members.
- b. Shall ensure all AKFWA and Board activities are in compliance with the AKFWA Constitution, By-Laws, Rules and Policies.
- c. Shall ensure that the Board is accountable to Members by documenting and communicating actions and decisions, as appropriate.

### **Integrity and Respect**

- a. Shall act with honesty, integrity, in good faith and in the best interests of the organisation.
- b. Shall not engage in conduct likely to bring discredit upon the organisation.
- c. Shall disclose any instance of fraud or corruption on the Board or within the organisation.
- d. Shall endeavour to ensure that AKFWA, at all times, complies with the laws governing its operations.
- e. Shall undertake their duties with appropriate care and diligence.
- f. Shall deal honestly with AKFWA members and other stakeholders.
- g. Shall understand and exercise any authorities responsibly and within their limits.
- h. Shall not unlawfully discriminate, harass or bully others and shall treat others with dignity and respect.

### **Conflicts of Interest**

- a. Shall identify conflicts of interest and manage them responsibly.

Board members should:

- b. Avoid being placed in the actual, apparent or potential situation of making a decision in relation to AKFWA business that might be affected by a personal interest.
- c. Disclose conflicts of interest promptly and act in accordance with the Board Conflicts of Interest Policy.



- d. Avoid accepting gifts of hospitality that might reasonably be thought to influence their judgement.
- e. Not take improper advantage of their position as a Board member.

### **Confidentiality**

- a. Shall observe and respect the confidentiality of non-public information acquired by them in their roles as Directors.
- b. Shall respect the appropriate confidentiality of the content of Board papers, discussions, decisions and related correspondence.
- c. Shall not make improper use of information acquired as a Board member.
- d. Shall not disclose or allow to be disclosed, confidential information received in the course of the exercise of their duties, unless that disclosure has been authorised by the Board or is required to be disclosed by law.
- e. Shall not knowingly or recklessly disseminate false or misleading information in matters before the Board.
- f. Shall ensure that the Chair, the EO, or their nominees are the only people to speak to the media on behalf of AKFWA.

### **Finance**

- a. Shall act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law.
- b. Shall ensure that members are provided with an accurate and balanced view of AKFWA's performance.
- c. Shall ensure that AKFWA assets are protected via a suitable risk management strategy.

### **Compliance**

- a. Board members have an obligation, at all times, to comply with the spirit as well as the letter of the law, the principles of the Code of Conduct and all applicable AKFWA policies and procedures.
- b. Board members must not take any action, or fail to take any action, that may breach the law or applicable AKFWA policies, procedures or practices.
- c. Board members should complete all induction and education programs required by them by the Board to build and maintain their awareness and understanding of relevant laws, policies, procedures and practices.
- d. The annual performance appraisal of individual Board members will include consideration of compliance with this Code of Conduct.
- e. Any breaches of this Code of Conduct should be reported to the Chair.

### **Relationship with EO**

- a. Shall clearly delineate the role and responsibilities of the Board and the EO.
- b. Shall provide clear key results that are to be achieved by the EO with appropriate reporting processes and within agreed timeframes.
- c. Shall use Key Results Areas as the basis for the evaluation of the EO's performance, and will measure performance against these objective criteria.
- d. Shall set, ahead of a performance appraisal, the basic values and expectations on which the judgement of effectiveness will be based.



- e. Shall support the EO in the management of the sport by only communicating with staff either through them or with their endorsement.
- f. Shall perform a pastoral role to the EO in their development.

Directors are expected to be forthright in Board meetings and have a duty to question, request information, raise any issue, and fully canvas all aspects of any issue confronting the Association, and cast their vote on any resolution according to their own judgement. The Board will always work towards reaching a consensus on all matters in the first instance.

Outside the boardroom, however, Directors will support the letter and spirit of the Board decisions in discussions with all members and other stakeholders.

**Compliance Undertaking**

The Board is charged with overseeing, reviewing and ensuring the integrity and effectiveness of the Association’s compliance systems and processes, legal and other.

All Board members must sign the following compliance undertaking:

*I agree to abide by this Code of Conduct, the AKFWA Constitution and any other rules, policies and procedures determined by the Board. I acknowledge that a breach of this undertaking may result in me being removed from the Board in accordance with the Constitution.*

.....  
Signature

.....  
Name (print)

.....  
Date