

## **Hawkesbury City Chamber of Commerce (HCCOC) – Code of Conduct**

**October 2019**

### **Executive Committee Code of Conduct**

Executive Committee members agree to:

- Respect the reputation, profile and status of the HCCOC, and represent the Chamber accordingly.
- Act honestly, in good faith, and in the best interests of the Chamber in exercising their duties.
- Support the statement of objectives as expressed in the constitution.
- Listen to and respect the opinions of fellow Committee members.
- Discuss issues in a co-operative manner.
- Recognise that their primary responsibility is to the Chamber members as a whole but, where appropriate; consider the interests of all stakeholders.
- If a conflict of interest arises, declare it to the committee and withdraw when discussion of the issue is held and not vote on that issue.
- Understand that information dealt with by the committee and the discussion surrounding it may be confidential and undertake to respect that confidentiality.
- Comply with the legal requirements of the association including the Constitution, Office of Fair Trading guidelines, the Incorporation Act and other relevant law.

### **Member Code of Conduct**

Members of the Chamber agree to:

- Understand, support and promote the Objects of the HCCOC and cooperate with fellow members in the application of this Code of Conduct.
- Abide by the HCCOC Constitution and Guidelines for any applicable programs of the Chamber.
- Observe the highest standards of ethics in rendering services and/or offering products for sale.
- Conduct business and professional activities in a reputable manner to reflect honorably upon the business community and fellow Chamber members.
- Respect the reputation, profile and status of the HCCOC and represent the Chamber accordingly.
- Whenever reasonably possible, participate in the functions and activities of the Chamber, and promote the enhancement of business growth within the Hawkesbury area.
- Refrain from condoning or engaging in misrepresentation or unethical practices.
- Refrain from engaging in any practices prohibited by law or seeking unfair advantage over fellow members and conform to all laws established by Municipal, State and Federal governments for the control of said business, where applicable.
- Respect the roles of the Chamber Executive, Committee Members and volunteers.
- The failure to adhere to the professional and personal obligations of the HCCOC, as outlined above, and defined in the Chamber Constitution, can result in the termination of membership.