



Bendigo Obedience Dog Club Inc.

(affiliated with the Victorian Canine Association – Dogs Victoria)

Committee of Management

CODE OF CONDUCT & ETHICS

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| Policy name | Committee of Management – Code of Conduct | Policy date | October 2025 |
| Authorisation | Committee of Management | Approved by COM on | 19 November 2025 |
| | | Scheduled review date | March 2026 |

PURPOSE

- To assist BODC in maintaining a harmonious and ethical volunteer environment, which upholds BODC's Purpose and Values.
- The Code of Conduct sets out the basic principles and rules that all members of the BODC Committee must follow in the performance of their contribution.
- BODC may amend or vary this Code of Conduct, at its absolute discretion, from time to time.

SCOPE

- The Committee of Management Code of Conduct applies to all members of the BODC Committee of Management, and is to be signed as a commitment to this code on an annual basis after each election of committee members.

GUIDING PRINCIPLE

All BODC Committee of Management members are expected to behave in ways that are aligned with our Values.

- Our Values underpin all that we do. They are:
 - *Integrity – We are honest and transparent in our relationships and are accountable for our operations.*
 - *Respect – We treat people and their dogs with respect, recognising them as they are, and always offering positive support.*
 - *Perseverance – We are dedicated to serving and helping members to achieve their aspirations as dog handlers and owners.*
 - *Celebration – We readily celebrate the efforts and successes – large and small – of the people we help, our volunteers, supporters, and colleagues.*
 - *Ensuring the welfare of dogs is paramount in all we do.*

THE CODE

- The Code of Conduct outlines the required standard of acceptable conduct and behaviour that we expect of all BODC volunteers in the performance of your duties and interactions no matter where you are performing your duties. This required standard of acceptable conduct and behaviour supports our ability to maintain public trust and confidence in the integrity and professionalism of the services we provide to the community.
- The Code of Conduct and the behaviours outlined within it are fundamental to BODC building healthy, positive, and respectful relationships within our Committee. The Code of



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Conduct also governs the way in which all BODC Committee members are expected to relate to one another, external professionals, members, visitors, and all stakeholders.

- The Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of our operations. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions.
- This Code of Conduct specifies standards of ethical conduct for members of BODC committee of management. It places obligations on members to practice and work in an objective and cooperative manner and realise the impact on both individuals and on the broader organisation which are dependent upon their judgement.

Commitment

I take up this position to work for something larger than myself. I will carry out this work honestly and in fairness to everybody involved, placing the interests of BODC before my own. When acting in my capacity as a committee member for BODC I will:

- pursue as my highest priority the fulfilment of BODC's objectives
- ensure BODC committee undertakes its activities and deals with issues / problems / concerns in a consistent, prompt, fair, and non-discriminatory manner
- promote BODC's interests and protect its reputation
- consider the interests of BODC's stakeholders, our members and volunteers, and the community and the environment in which BODC operates.

Conscientiousness

I understand my responsibilities and will do my job fully to the best of my ability, and without reservation. When acting in my capacity as a committee member for BODC I will:

- keep informed about issues affecting BODC that relate to the role of the committee, and any trial or sub-committee I am a part of
- exercise independent judgement on the issues before me
- seek out the information necessary to support the exercising of my judgement
- perform my duties with integrity, honesty and equity while adhering to BODC's Constitution, Rules, Regulations, Codes of Practice, Policies and Procedures
- act with due care and diligence, in the best interest of BODC (fiduciary duty)
- provide advice, express opinions or make statements in an honest, objective, impartial and efficient way, and consider the reasonably foreseeable consequences of that expression
- invest the time and effort required to fulfil the responsibilities of my position by reading materials, participating fully in meetings, and carrying out any duties assigned by BODC.

Committee members should ensure that resources, funds, or equipment under their responsibility are used effectively and economically for the purposes of fulfilling BODC's objectives. They are not to be used for personal business, or any other reason not approved by the Management Committee.



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Community

I will treat the people involved with BODC respectfully, fairly and without prejudice. When acting in my capacity as a committee member for BODC I will:

- observe and promote the human rights of all persons touched by the work I undertake on behalf of BODC
- oppose prejudice, address disadvantage, and promote diversity
- treat colleagues, members, affiliates, contractors, volunteers, and the community with courtesy and respect
- refrain from any form of conduct that may cause offence or embarrassment to other committee members, other members, or contractors and volunteers of BODC
- refer any request for public comment, public statement, or public disclosure of official information to the President or Executive Committee.

Compliance

I will work within the law, and within the Constitution, Rules, Regulations, Codes of Practice, and Policies and Procedures, and I will make sure that BODC does too. When acting in my capacity as a committee member for BODC I will, to the best of my ability and within the bounds of my authority:

- ensure the business of the BODC is conducted honestly and complies with all laws and any contractual obligations
- ensure to the best of my ability that BODC is complying with all applicable legislation
- ensure that I do not engage in any illegal or improper practices
- ensure that BODC is managing potential risks effectively
- observe the provisions of BODC's Constitution, Rules, Regulations, Codes of Practice, and Policies and Procedures
- ensure work undertaken by people under my direction is competently performed and honestly and reliably reported.

A member of the committee may become aware of another member breaching the Constitution, Rules, Regulations and/or Codes of Practice, another organisation breaching these and/or policies and procedures or legislation relevant to their role with BODC.

How the member of committee responds to this situation will be determined by the nature of the relationship (if any) they have with the person or entity. Where the person is a club member known to the committee member, the committee member may discuss the problem with the person and point out the problem, potential consequences, and member's ethical (and perhaps legal) responsibilities.

If the issue has arisen at an event, the committee member may raise the issue with the VCA Representative. If there is no action, the committee member may raise the matter via the committee minutes as an item for the Management Committee. Before doing so, the member may seek advice from colleagues on Management Committee, or other relevant parties. In the case



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where the organisation is a public body, the committee member may be protected by relevant state territory legislation, e.g. the Whistleblowers' Protection Act 2001.

Conflicts of Interest

In my dealings with BODC I will be honest and open and will not take any advantage of my position on the committee. At no time while acting in my capacity as committee member will I:

- place my own interests, or the interests of any other person or body, before the interests of BODC, or so act as to give the appearance of any such conflict
- enter into any financial relationship with or on behalf of BODC without the approval of the Management Committee, in whose deliberations on that issue I will have taken no part
- through my own conduct bring BODC into disrepute. Committee members must clearly separate their personal interests from the interests of BODC.

If a member of the committee recognises a conflict of interest between their official duties and personal interest, they should declare the conflict (preferably in writing) to ensure they act in BODC's best interest. These should be disclosed immediately and the member should disqualify themselves from dealing with the matter and offer to excuse themselves from discussions where the matter is dealt with. If other members of the committee query a possible conflict of interest with another member of the committee, and this is unable to be resolved between the two members, this should be raised with the committee chairperson for determination.

Confidentiality

I will keep confidential all matters that have been entrusted to me as sensitive or confidential. Conversely, I will freely tell anyone anything they are entitled to know. When acting in my capacity as a committee member for BODC I will:

- preserve, where appropriate, the confidentiality of the BODC's business
- respect the confidentiality and protect the privacy of BODC's members, sponsors and others with whom we do business, and only reveal such information to others with the consent of the person(s) or organisation(s) or their authorised representative(s)
- ensure that all confidential or sensitive documents cannot be accessed or read by people not authorised to do so, and where possible hand-deliver to be tabled at an appropriate meeting rather than being circulated
- recognise my accountability to BODC's members, and provide all information on the BODC's performance necessary to give meaning to that accountability. Committee members should always act in the interest of BODC and its members regarding official information and issues of confidentiality. Official information must never be used to gain benefit or advantage for any person.

Communication

I make sure I know what BODC does, and why, and I will promote it. When acting in my capacity as a committee member for BODC I will:

- communicate the significance of the BODC's purpose, strategy, and culture to members, stakeholders and the public



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- share where appropriate with other members the insights and practices I have developed in the course of my activities with BODC.

Name of the committee member of the BODC _____

Signed by the committee member of the BODC _____

Date _____