

OUR COUGAR FAMILY



CBA BOARD CODE OF CONDUCT





Managed by: Cockburn Basketball Association

Responsible Person: Tyrone Thwaites

Version: 1.0

Scheduled Review Date: March 2024

BUSINESS AREA: Code of Conduct

TITLE OF DOCUMENT: Board of Directors Code of Conduct

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Approval Of Policy/Rules Documents

Amended by **Tyrone Thwaites**, Cockburn Basketball Association **CEO** on **23/01/2021**

Cockburn Basketball Association Board Approved and Minuted VERSION on DATE at the scheduled board meeting.

Version	Date Approved	Next Review	Amendments
V01	24/01/2021	March 2024	



Cockburn Basketball Association (CBA) – Board Code of Conduct

1. Purpose

This Code of Conduct sets standards to guide the decision-making process, actions, and behaviours of the CBA Board.

2. Scope

This Code of Conduct applies to all members of the CBA Board and Board Sub-Committees, including external appointees to the Board and any Committees.

3. Ethical Principles

This Code of Conduct illustrates the obligations and behaviours expected of CBA Directors and is underpinned by the following ethical principles:

- (a) integrity;
- (b) accountability;
- (c) honesty;
- (d) impartiality; and
- (e) objectivity.

4. Code of Conduct

4.1 Strategy and Advocacy

Board members shall:

- (a) Contribute to the strategic direction of CBA and ensure that the Association's activities are responsive and appropriate to the needs and interests of Members;
- (b) Recognise that their primary responsibility is to the Association as a whole but may, where appropriate, have regard for the interest of all stakeholders of the Association;
- (c) Endeavour to ensure all CBA and Board activities are in compliance with the CBA Constitution, By-laws and policies;



- (d) Ensure that the Board is accountable to Members by documenting and communicating actions and decisions, as appropriate; and
- (e) Engage in public advocacy for the Association by appropriately promoting its work and keeping informed about its programs and activities.

4.2 Integrity and Respect

4.2.1 Board members shall:

- (a) Act with honesty, integrity, in good faith and in the best interests of the Association;
- (b) Not engage in conduct likely to bring discredit upon the Association;
- (c) Disclose any instance of fraud or corruption on the Board or within CBA; and
- (d) Endeavour to ensure that CBA, always, complies with the laws governing its operations.

4.2.2 Directors should:

- (a) Undertake their duties with appropriate care and diligence;
- (b) Deal honestly with CBA's members and other stakeholders; and
- (c) Understand and exercise any authorities responsibly and within their limits.

4.2.3 Board members shall not unlawfully discriminate, harass or bully others and shall treat others with dignity and respect.

4.3 Conflicts of Interest

Board members shall identify conflicts of interest and manage them responsibly in accordance with the Conflicts of Interest rules in the Association Constitution.

4.4 Confidentiality

Members of the Board shall:

- (a) Respect the appropriate confidentiality of the content of Board papers, discussions, decisions and related correspondence;
- (b) Not make improper use of information acquired as a Director;



- (c) Not disclose, or allow to be disclosed, confidential information received during the exercise of their duties, unless that disclosure has been authorised by the Board or is required to be disclosed by law; and
- (d) Not knowingly or recklessly disseminate false or misleading information in relation to matters before the Board.

4.5 Effective Board Performance

4.5.1 Members of the Board shall:

- (a) Strive to attend all board meetings prepared for the meeting and contribute succinctly and productively to meetings;
- (b) Listen and respect the views of others;
- (c) Make informed decisions and give due consideration to differing points of view on the Board and amongst members;
- (d) Accept and support the decision of the majority; and
- (e) Participate in the Board's performance appraisal, renewal, and succession planning.

4.5.2 Board members 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.

4.5.3 Board members must not make public comments regarding the considerations and determinations of CBA unless authorised by the President or CEO to do so. Any public discussion by Board Members around publicised Strategy, Policies and procedures must be in alignment with the agreed position of the Board and Administration.

4.5.4 Board members shall refrain from discussing any Board issue with CBA staff unless specifically authorised by the Board.

5. Compliance

5.1 Board members have an obligation, always, to comply with the spirit, as well as the letter of the law, the principles of this Code of Conduct and all applicable CBA policies and procedures.



- 5.2 Directors must not take any action, or fail to take any action, that may breach the law or applicable CBA policies, procedures or practices.
- 5.3 Board members should complete all induction and education programs required of them by the Board to build and maintain their awareness and understanding of relevant laws, policies, procedures and practices.
- 5.4 The annual performance evaluation of each Board member will include a consideration of compliance with this Code of Conduct.
- 5.5 Any breaches of this Code of Conduct should be reported to the President.

6. Compliance Undertaking

All Board members must sign the following compliance undertaking:

I agree to abide by this Code of Conduct, the CBA Constitution and any other 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.

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Signature

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Name (print)

.....

Date

7. Implementation

This Code of Conduct is effective from 24 March 2021. It should be read in conjunction with the CBA Board Charter.