



## Director's Code of Conduct

As a Director and member of the Board of DOOLEYS Lidcombe Catholic Club Ltd you must:

**1. Act with Honesty and Integrity:**

- Be open and transparent in your dealings.
- Use authority responsibly and avoid conflicts of interest.
- Strive to earn and sustain a high level of stakeholder trust.
- Disclose any conflict of interest you may have or know another Director to have as soon as it becomes known to you.
- Behave in a professional and respectful manner.

**2. Act in Good Faith:**

- Always act in the best interests of the Club.
- Demonstrate accountability for your actions and accept responsibility for your decisions.
- Avoid engaging in activities that may bring you or the Club into disrepute.

**3. Act Fairly and Impartially:**

- Avoid bias, discrimination, caprice, or self-interest.
- Show respect for others by acting in a professional and courteous manner.

**4. Use Information Appropriately:**

- Ensure that information gained as a Director is used only for proper purposes and is kept confidential.

**5. Use Your Position Appropriately:**

- Do not use your position as a Director to seek undue advantage for yourself, family members, or associates, or to cause detriment to the Club.
- Decline gifts or favours that may cast doubt on your ability to apply independent judgment as a Board member of the Club.

**6. Act in a Financially Responsible Manner:**

- Review and seek to understand financial reports, audit reports, and other financial material that comes before the Board.
- Actively inquire into this material.

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### **7. Exercise Due Care, Diligence, and Skill:**

- Ascertain all relevant information.
- Make reasonable inquiries.
- Always strive to better understand the financial, strategic, and other implications of decisions.

### **8. Comply with All Relevant Legislation:**

- Act within the powers set and for the functions set out in legislation, regulations and codes that are relevant to the Club.
- Make reasonable inquiries to ensure that the club's policies, procedures and practices are compliant with relevant legislation, regulations and codes.

### **9. Demonstrate Leadership and Stewardship:**

- Promote and support the application of the Club's values.
- Act in accordance with the Director's Code of Conduct.

### **10. Maintain Professional Boundaries:**

- While social interactions can foster good relationships with stakeholders, it is crucial to maintain professional boundaries to avoid any perception of favouritism or bias.
- Ensure that interactions with contractors and suppliers are appropriate and do not compromise professional responsibilities.

### **11. Transparency and Accountability in Social Interactions:**

- All interactions with contractors and suppliers should be transparent.
- Be open about any meetings or social interactions with contractors and suppliers, ensuring that these are documented and communicated to relevant stakeholders.

### **12. Avoid Conflicts of Interest in Social Interactions:**

- Avoid situations where impartiality could be questioned.
- Disclose any potential conflicts of interest immediately.
- Do not engage in activities that could be perceived as seeking undue advantage for yourself or the contractors and suppliers.

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### **13. Use of Position in Social Interactions:**

- Do not use your position to seek personal benefits from contractors and suppliers.
- Decline gifts or favours from contractors and suppliers to maintain the integrity and independence of the Board.

### **14. Prohibition Against Private Benefit:**

- No member of the Board shall derive any personal profit or gain, directly or indirectly, by reason of their service as a Board member.
- Conduct personal affairs in a manner that avoids any possible conflict of interest with duties and responsibilities as a Board member.

### **15. Procedures for Managing Conflicts of Interest:**

- Disclose any conflicts of interest, including financial interests, to the Board when they arise.
- Abstain from voting or using personal influence on matters where a conflict of interest exists.
- Ensure all conflicts are recorded in the meeting minutes.

### **16. Prohibition Against Harassment:**

- Maintain a workplace free from discrimination and harassment.
- Emphasise that sexual harassment is specifically prohibited.
- Encourage sharing of opinions in an open and respectful manner.

### **17. Commitment to the Mission and Values:**

- Reflect the Clubs mission and values in all actions and decisions.
- Connect professional behaviour standards to the organisation's mission and values.

### **18. Transparency and Communication:**

- Ensure all interactions with contractors and suppliers are conducted transparently.
- Clearly document and communicate any meetings or social interactions with contractors and suppliers to relevant stakeholders.
- Maintain open lines of communication to build trust and ensure all parties are informed about decisions and actions.

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### **19. Regular Review and Training:**

- Regularly review and update the Code of Conduct to reflect current best practices and legal requirements.
- Provide ongoing training to Board members on the Code of Conduct and ethical behaviour.

By adhering to this Code of Conduct, the Board can ensure that their actions are ethical, professional, and in the best interest of the Club, maintaining the trust and confidence of all stakeholders.

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