



# Institute of Quarrying Australia

 		<b>IQA Policy P5</b>	
<b>National Secretariat</b>		<b>Code of Conduct &amp; Ethics</b>	
<b>Policy Number:</b>	P5	<b>Version:</b>	P5-04
<b>Date Adopted:</b>	26 April 2017	<b>Contact:</b>	Company Secretary

## Introduction

The Board of The Institute of Quarrying Australia (IQA) is committed to ethical conduct in providing the best possible service to the quarrying industry and members. This policy has been developed to provide an ethical framework for all Board Members, Advisory Council Members, Branch Members, Staff, Contractors and Volunteers of the IQA.

This policy applies to the Board, Advisory Council, Branch / Sub-Branch, casual, permanent and contract staff and volunteers.

## Purpose

The purpose of this document is to identify the IQA position on ethics and proper practice and to document the standards expected in providing a service to the quarrying industry and members.

## Policy

The Board and staff of the IQA have a legal and moral responsibility to manage the organisation in the best interests of the quarrying industry and members it serves. Board, Advisory Council, Branch / Sub-Branch, staff and contractors will demonstrate professional ethical behaviour at all times in their responsibilities to the IQA, in their professional relationships with each other, and in their professional service to the quarrying industry and members, and will be required to adhere to this code of ethics.

## The Board shall:

- Be diligent, attend Board meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the Board decision-making.
- Observe confidentiality relating to non-public information acquired by them in their role as Board Members and not disclose such information to any other person.
- Meet regularly to monitor the performance of management and the IQA as a whole. To do this the Board will ensure that appropriate monitoring and reporting systems are in place and that these are maintained and utilised to provide accurate and timely information to the Board. The Remuneration Committee will annually perform and document the Chief Executive Officer and Company Secretary performance appraisal.
- Ensure there is an appropriate separation of duties and responsibilities between itself and senior management and that no individual has unfettered powers of decision-making.
- Ensure that the independent views of Board members are given due consideration and weight.
- Ensure that stakeholders are provided with an accurate and balanced view of the IQA's performance, including both financial and service provision.
- Review its own performance annually as the basis for its own development and quality assurance. Individual Board Members should also review their own performance with a view to ensuring a suitable contribution to Board deliberations and decision-making and, if found lacking, should either pursue training or assistance to improve their performance, or resign. [Refer to Board Chair, Board Member & Committee Performance Evaluation Policy P25]

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- Carry out its meetings in such a manner as to ensure fair and full participation of all Board members.
- Ensure that the IQA's assets are protected via a suitable risk management strategy.
- Ensure that personal and financial interests do not conflict with the duty to the organisation. [Refer to Conflict of Interest & Pecuniary Interests Policy P8]

### **Advisory Council, Branch / Sub-Branch, Staff, Contractors and volunteers shall:**

- Publicly and privately support the IQA and each other, acknowledging the strengths and weaknesses of others and acting with courtesy and respect.
- Act honestly and in good faith at all times in the interests of the IQA and its vision, mission, values, goals and strategic plans, ensuring that all stakeholders, particularly those who are recipients of services, are treated fairly according to their rights.
- Perform their duties as best they can, taking into account their skills, experience, qualifications and position. They shall act in a safe, responsible and effective manner.
- Comply with the prescribed terms and conditions of their employment/engagement or current contract.
- Notify the IQA management of any inability to attend to their duties as early as possible so as not to inconvenience others or delay the work of the IQA.
- Carry out their duties in a lawful manner and ensure the IQA carries out its business in accordance with the law, and recognise both legal and moral duties of their role.
- Respect and safeguard the property of the IQA, the public and colleagues.
- Maintain confidentiality regarding any information gained through their work and not divulge personal information or the address or phone numbers of Staff, Board or members of the IQA. [Refer to **Privacy & Access to Information Policy P15** for additional information.]
- Ensure that all transactions, agreements and records that flow from relationships with the IQA's stakeholders will be accurately and openly recorded in the IQA's books and records, and no entries will be made which obscure the true nature of a transaction.
- Ensure that the IQA will market its services with integrity and accuracy.
- Ensure that personal and financial interests do not conflict with the duty to the IQA.
- Undertake no personal or business activities for personal gain while working for the IQA or while conducting business of the IQA. Such activities will not be carried out on the IQA's computers without open and express permission of a higher authority.
- Carry out work in accordance with the IQA's policies and principles. (Refer to Risk Management Practices Policy 10.9 for specific information in relation to Board, Branch / Sub-Branch events.)
- Discuss issues where appropriate with other staff and Board members to determine whether or not a contemplated action is ethical.

### **Responsibility**

The Company Secretary is responsible for the implementation and review of this policy.

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## Code of Conduct – Acknowledgement Form

I \_\_\_\_\_ as a Director of the IQA Board or Committee member of a IQA Branch / Sub/Branch, acknowledge that I have read and understand the IQA Code of Conduct & Ethics Policy P16.5 (Version 04) and the IQA Risk Management Practices Policy P10.9 (Version 02).

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_