

**Australasian Gypsy  
Horse Society Inc**

# **Code of Conduct**

**for the Australasian Gypsy Horse Society**

**2013**



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## Legislation

- *Associations Incorporation Act 1981 (QLD)*
- *Criminal Law (Rehabilitation of Offenders) Act 1986 (QLD)*

## Purpose for the Code

The Code of Conduct for the Australasian Gypsy Horse Society provides Committee Members with a framework of ethical principles, obligations and standards that guide them in how activities/communication are to be performed, and how the Committee Members should conduct their relationships with others.

Given the diverse range of activities in which a Committee Member could be involved with, the Code does not attempt to provide a detailed and exhaustive list of what the Committee Member should do, but rather is seen as providing a broad framework for ethical conduct.

The contribution that each committee member makes in supporting and delivering the services of the Australasian Gypsy Horse Society makes a difference to the future of the breed and the society itself.

Our professionalism and high standards of ethical conduct are shown in all our activities and are supported in the *Code of Conduct* by a clear statement of what is expected of us and how we should behave and perform our work.

## Misconduct vs. Official Misconduct

### Misconduct

- Inappropriate or improper conduct in an official capacity as a Management Committee Member.
- Inappropriate or improper conduct in a private capacity that reflects seriously and adversely on the Australasian Gypsy Horse Society.

Examples of misconduct which are not serious enough (for a single offence) to warrant removal from the Management Committee:

- Victimising or bullying another Member of the Australasian Gypsy Horse Society.
- A Committee Member insulting another member or customer/client or associate of the Australasian Gypsy Horse Society.
- Sharing personal information of Australasian Gypsy Horse Society members or their horses/studs with non-Management Committee Members.
- A single act of sexual harassment of a minor nature that falls short of a criminal offence.
- Failing to perform a duty or task requested by the Management Committee.



## Official Misconduct

- Is dishonest or lacks impartiality.
- Involves a breach of the trust placed in a Committee Member by virtue of their position.
- Is a misuse of officially obtained information.

The conduct must be a criminal offence or serious enough to justify removal. Examples are:

- Accepting money or other benefits in exchange for helping someone to:
  - fraudulently register stock with the Australasian Gypsy Horse Society.
  - gain access to personal information of other members via the database.
- Stealing property or cash.
- Gaining a personal benefit by not revealing a conflict of interest.
- Unlawfully assaulting a person.
- Sexual Harrassment.
- Repeated refusal or failed performance of a Management Committee duty.
- Any action or omission contrary to the requirements of the *Associations Incorporation Act 1981* (Cth).

Official misconduct is generally considered more serious than misconduct. However official misconduct may involve conduct considered comparatively minor such as a Committee Member pushing another member, or a Committee Member pilfering \$10 from the petty cash tin. These examples fall within the definition of official misconduct because they are allegations of criminal conduct.

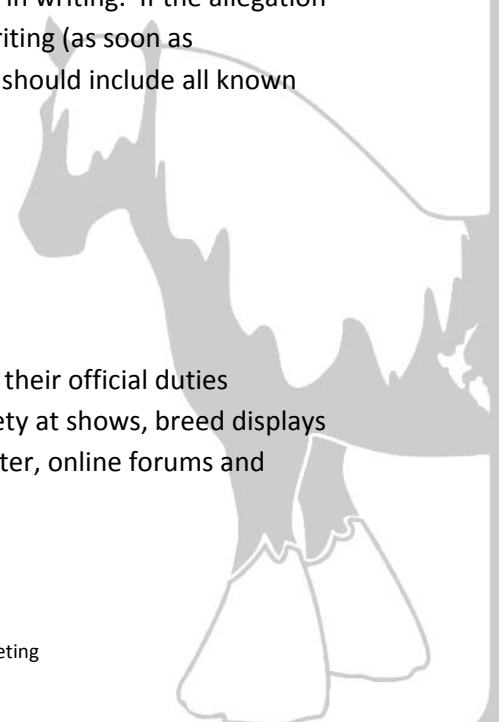
If proved to be a criminal offence, or a disciplinary breach it will provide grounds for removal from a position on the Committee and cancellation of membership from the Australasian Gypsy Horse Society.

Committee Members have a responsibility to report any suspected (mere suspicion) misconduct/ official misconduct and maladministration to the President of the Australasian Gypsy Horse Society immediately.

Wherever possible, any allegation of official misconduct should be made in writing. If the allegation of official misconduct is made orally, it will need to be documented in writing (as soon as practicable), by the person receiving the allegation. The documentation should include all known details of the allegation.

## What Happens if I breach the Code?

The Code applies at all times when Committee Members are performing their official duties including when they are representing the Australasian Gypsy Horse Society at shows, breed displays or via various media outlets including but not limited to: Facebook, Twitter, online forums and interviews for Magazines/Websites/Newspapers.



The Code also applies to Committee Members' behaviour in a private capacity when the conduct is considered to be inappropriate or improper and would reflect seriously and adversely on the Australasian Gypsy Horse Society under the provisions of *Associations Incorporation Act 1981 (QLD)*.

As a Committee Member who holds a special position of trust, you must be accountable for your actions. A breach of the Code will not incur a disciplinary penalty if there is a reasonable excuse for the breach. A reasonable excuse is not the same as a mitigating circumstance, which may still incur liability for discipline. Disciplinary penalties that may be applied to proven breaches of the Code include:

- An official reprimand.
- Reduction of duties.
- Request for resignation.
- Removal from the Committee.
- Termination of membership.

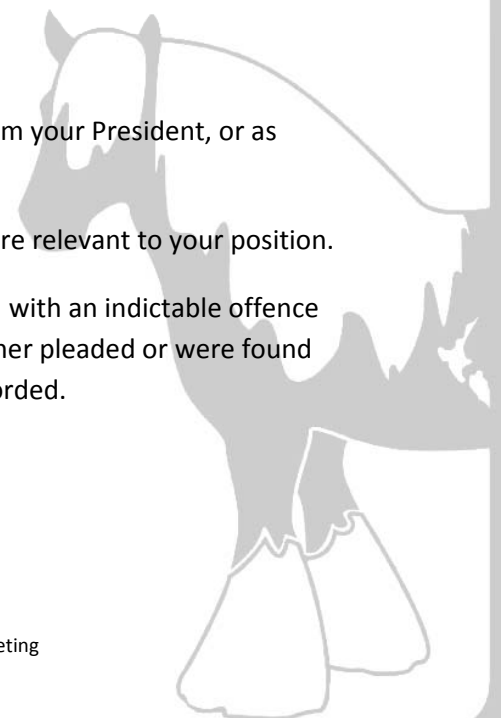
## Code of Conduct principles

There are four principles of the Code of Conduct:

1. Respect for the Law & System of Governance
2. Respect for Persons
3. Integrity
4. Diligence

### 1. Respect for the Law & System of Governance

- A Committee member should uphold the laws of the State and Commonwealth and carry out official decisions and policies faithfully and impartially
- Respect the rule of the law
- Comply with all lawful and reasonable decisions or directions from your President, or as voted on by the majority of the Committee.
- Be familiar with legislation, regulations, code or standards that are relevant to your position.
- Report to the President immediately when you are both charged with an indictable offence or convicted of an indictable offence. **'Convicted'** means you either pleaded or were found guilty in a court. Includes instances where 'no conviction' is recorded.



## 2. Respect for Persons

- Treat members of the public fairly with dignity, courtesy, honesty and respect at all times. This is both a right and an obligation.
- Respect the dignity, rights and views of others.
- Respect the Leadership/Supervision provided by others.
- Aggressive behaviour will not be tolerated.
- Confidentiality surrounds all personal information received by the Australasian Gypsy Horse Society and is not be used in any manner other than what it was provided for.
- Sexual harassment.
- Unlawful Discrimination.
- Safety, health and welfare.

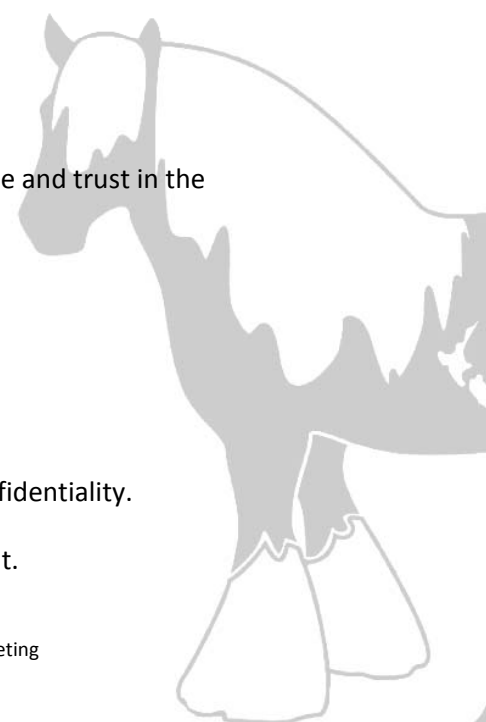
**Sexual harassment** happens if a person:

- (i) subjects another person to an act of physical intimacy; or
- (ii) makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person; or
- (iii) makes a remark with sexual connotations relating to the other person; or
- (iv) engages in any unwelcome conduct of a sexual nature in relation to the other person;
- (v) and the person engaging in this conduct does so:
  - with the intention of offending, humiliating or intimidating the other person, or
  - in circumstance where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

## 3. Integrity

Adhere to the highest standards of integrity to enhance public confidence and trust in the Australasian Gypsy Horse Society.

- Declare conflicts of interest (apparent or real).
- Declare position with other societies/committees.
- Declare gifts and benefits.
- Take care using/disclosing official information – maintaining confidentiality.
- Understand restrictions/requirements of making public comment.



- Using the membership database contacts for personal gain (eg. Marketing to clients a private interest).
- Using intellectual property appropriately.
- Ensure that our official powers, position, resources or influence are not used improperly or for personal advantage.
- Avoiding any conduct which would undermine public confidence.
- Managing official information and records confidentially and in a manner consistent with the law.
- Disclosing fraud, corruption, misconduct, official misconduct and maladministration to an appropriately authorised person.
- Participation in an investigation process as requested.

## 4. Diligence

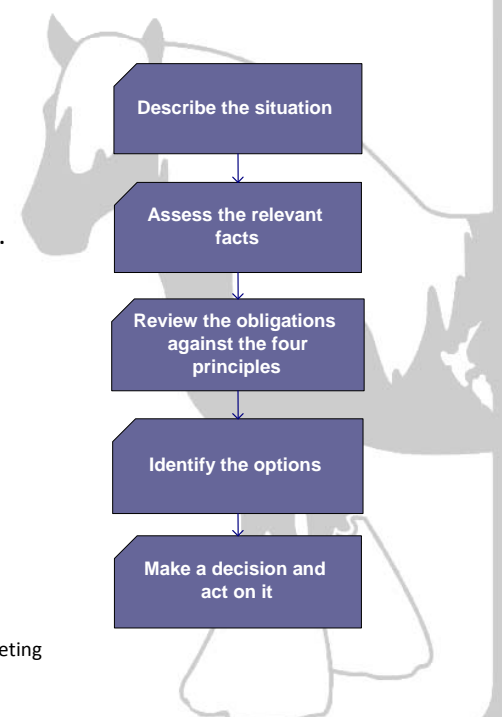
A Committee Member should exercise proper diligence, care and attention, and seek to achieve high standards of public administration.

- Refrain from using alcohol or other substances during public events in a way that could have an adverse effect on our performance, behaviour or reputation.
- Perform your duties to the best of your ability.
- Take responsibility for your actions and decisions in your official duties.
- Not allow your conduct to distract or prevent others from performing their duties diligently.

## Ethical Decision making model

The Code doesn't answer every dilemma and every set of circumstances. But it provides a framework. When making a decision ask yourself:

- Which of the 4 Principles apply?
- Butterfly test (gut instinct)
- How would it look on *60 Minutes*?
- What would your parents say if they heard?



## Code of Conduct - Declaration by Committee Member

*(To be completed by all new Committee Members and returned to the Secretary within fourteen days of appointment)*

As an elected Committee Member of the Australasian Gypsy Horse Society, I certify that I have read, understand and will abide by the Code of Conduct. In addition, I certify that:

- I will act honestly, in good faith and in the best interests of the Australasian Gypsy Horse Society as a whole.
- I have a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office, in the spirit intended, abiding by this Code of Conduct. If I fail to do so, I may have my position revoked by the Committee in its absolute discretion
- I understand that by accepting this position I am committing to attending committee meetings and events in a voluntary capacity and that if I am absent at three (3) or more meetings in a twelve month period I may have my position revoked, unless a reasonable and timely excuse is provided to the satisfaction of the Committee in its absolute discretion.
- I will use the powers of office for a proper purpose, in the best interests of the Australasian Gypsy Horse Society and its members as a whole.
- I will not make improper use of information acquired as a Committee member of the Australasian Gypsy Horse Society.
- I will not take improper advantage of the position of Committee Member of the Australasian Gypsy Horse Society.
- I will not allow personal interests, or the interests of any associated person, to conflict with the interests of the Australasian Gypsy Horse Society.
- I have an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Committee.
- Confidential information received by me in the course of the exercise of my committee duties remains the property of the Australasian Gypsy Horse Society, and it is improper for me to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the Australasian Gypsy Horse Society, or the person from whom the information was provided, or is required by law.
- I will not engage in conduct likely to be prejudicial to the interests of or bring discredit upon the Australasian Gypsy Horse Society or the Management Committee.
- I have an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of this Code.

Signed: .....

Name: .....

Position: ..... Date: .....

