



## To preserve heritage, protect integrity and advance Highland Cattle in Australia through herd registration, education, promotion and fellowship

### AHCS Members Code of Conduct and Ethical Behaviour

All AHCS members are expected to agree to abide by the Code of Conduct and Ethical Behaviour as a condition of their membership.

The code illustrates the values and behaviours expected, and the obligations of, all members and is underpinned by the following ethical principles:

- (a) integrity
- (b) impartiality
- (c) responsiveness to the interest of members
- (d) accountability
- (e) honesty

### Conduct

**Personal behaviour** – it is expected that all members will:

- act ethically, with honesty and integrity, in the best interests of AHCS at all times;
- treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;
- not harass, bully or discriminate against colleagues, members of the public and/or employees;
- not knowingly make any untruthful statement in submitting applications for registration.

**Communication** - it is expected that members will:

- contact the Council via email or letter through the Executive Officer at ABRI, who will pass it onto Council;
- not make any **unauthorised** public statements regarding the business of AHCS;

**Member Responsibilities** - it is expected that all members will:

- take responsibility for contributing to the AHCS in a constructive, courteous and positive way to enhance, brand recognition, good governance and the reputation of the AHCS, and
- take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the represented States, reporting the details to the relevant people or to the office.



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### **Ethical Behaviour**

- Members will not neglect or mistreat their animal(s) but on the contrary at all times safeguard its/their wellbeing.
- Members will not exploit or degrade any animal or otherwise act to the detriment of the breed or the animal.
- Members will not transfer any animal to a party who they feel will not conscientiously look after its health, safety and wellbeing, or may exploit, degrade or otherwise act to the detriment of the breed or the animal.
- Members will only breed from animals they know to be in good condition and health.
- Members will be vigilant for the production of undesirable conditions in the breed and work towards the improvement of the breed while always safeguarding the unique attributes of the breed as detailed in the Breed Standards.
- Members will represent their animals honestly to prospective buyers and give such advice or assistance to the buyer as may reasonably be requested.
- Members will inform prospective buyers of any inherited conditions they are aware of in their animals.
- Members will inform prospective buyers of any inherited conditions that they are aware could be carried by their animals.
- Members will work to control or eradicate inherited problems or other conditions within the Highland breed.

By signing this Code of Conduct and Ethical Behaviour, members demonstrate their commitment to achieving the AHCS 'best practice' and understand their responsibility as a member to the AHCS. Any members who breach the Code of Conduct and Ethical Behaviour will face disciplinary action by the AHCS Council.

Name..... Date .....

Signature .....



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### **Additional Code of Conduct for Council Members**

In addition to the normal Code of Conduct and Ethical Behaviour all Councillors must abide by these additional guidelines of conduct to ensure the AHCS 'best practice' to the members are met.

#### **Personal Behaviour**

A Councillor will:

- take individual responsibility to contribute actively to all aspects of the Council's role;
- attend a minimum of 75% of Council meetings/ teleconferences;
- make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- contribute to a harmonious, safe and productive Council environment/culture through professional workplace relationships; and
- not make improper use of their position as Council members to gain advantage for themselves or for any other person.

#### **Communication**

A Councillor will:

- channel all communication between Council and ABRI staff on business matters through the President and the Executive Officer;
- answer all email correspondence that occurs between Councillors in a timely manner;
- not disclose official information or documents acquired through membership of the Council, other than as required by law or where agreed by decision of the Council;
- support, adhere to and not contradict the formal decisions of the Council made in its meetings; and
- respect the confidentiality and privacy of all information as it pertains to individuals.

#### **Conflicts of interest**

A Councillor will:

- disclose any personal or business interests which may give rise to actual or perceived conflicts of interest;
- ensure personal or financial interests do not conflict with their ability to perform official duties in an impartial manner;
- not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of AHCS;
- manage and declare any conflict between their personal and public duty; and
- where conflicts of interest do arise, ensure they are managed in the public interest.



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### Use of public resources

A Councillor will:

- act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material that comes before the Council; and
- ensure the efficient use of member funded resources.

By adopting this Code of Conduct and Ethical Behaviour, Councillors will demonstrate their commitment to achieve the following objectives:

1. To adopt and implement 'best practice' procedures in the role of Council;
2. All Members are seen to be 'transparent' in their conduct and Councillors to be respectful of their role of Councilor;
4. To ensure that the interests of Members are understood, respected and recognised within the confines the AHCS Constitution and Councils legal obligations;
5. To assure the appropriate procedures of governance, regulation and accountability are in place for the effective operation of the AHCS Council.

Name..... Date .....

Signature .....