

DIRECTORS CODE OF CONDUCT

1. A Director of BBAMZ must act honestly, in good faith and in the best interests of BBAMZ as a whole.
2. A BBAMZ Director has a duty to use due care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
3. A BBAMZ Director must use the powers of office for a proper purpose, in the best interests of BBAMZ as a whole.
4. A BBAMZ Director must not make improper use of information acquired as a Board Member of BBAMZ.
5. A BBAMZ Director must not take improper advantage of their position as a BBAMZ Director.
6. A BBAMZ Director must not allow personal interests, or the interests of any associated person, to conflict with the interests of BBAMZ.
7. A BBAMZ Director has 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 BBAMZ Board.
8. Confidential information received by a BBAMZ Director in the course of the exercise of BBAMZ duties remains the property of BBAMZ and/or the company from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by BBAMZ or that company, or the person from whom the information is provided, or is required by law.
9. A BBAMZ Director should not engage in conduct likely to bring discredit upon BBAMZ.
10. A BBAMZ Director has 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 of Conduct and the Members Code of Conduct.
11. A BBAMZ Director should ensure they are well informed on agenda items.

12. A BBAMZ Director should act as a policy maker and planner, participate fully and openly in meetings.
13. A BBAMZ Director should contribute knowledge and express opinions based on experience and/or expertise, which in turn will assist the BBAMZ Board to make sound group decisions.
14. A BBAMZ Board Director should not directly make requests of BBAMZ CEO, staff or contractors without the permission of the BBAMZ Chair.
15. A BBAMZ Director should not make official representations to industry stakeholders, Government officers, members of Parliament or opposition candidates, without the approval of the Chair and/or CEO.
16. Media statements should only be made by the Chair or CEO of BBAMZ.
17. A BBAMZ Director must avoid the perception that any business transaction may be influenced by offering or receiving gifts. All gifts valued over \$50 must be added to the BBAMZ Gift Register through the CEO.
18. Under no circumstances may BBAMZ Directors offer or accept money during any BBAMZ related transaction.