

Australian Shareholders' Association – Code of Conduct

Authorisations:		Review:	
Approval Authority	Board	Date Approved	February 2021
Recommender	n/a	Next Review	July 2023
Version	1.0	Review Period	Annual

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1. Code of Conduct

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1. Purpose

Directors, employees, volunteers, and contractors of the Australian Shareholders Association (ASA) are expected to behave appropriately and practice standards of professional and personal conduct that are consistent with the ASA's values and uphold the public reputation of the organisation.

2. Scope

This code of conduct applies to all ASA's directors, employees and volunteers which act on behalf of the ASA.

3. Standards of conduct

Any such person should comply with the following standards of conduct:

- a. The person should act honestly, always in good faith and in the best interests of the organisation and its members.
- b. The person has a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office, whether a director, employee, volunteer, or contractor.
- c. The person should use the powers of office for a proper purpose, in the best interests of the organisation and its members.
- d. The person should recognise that the primary responsibility is to the organisation but may if appropriate have regard for the interest of other stakeholders of the organisation as well.
- e. The person giving public comment or advice in a private capacity should make it clear that this is not attributed to the ASA.
- f. The person should not make improper use of information acquired as a director, employee, volunteer, or contractor of the organisation nor take improper advantage of such position.
- g. The person should manage any conflict with the best interests of the organisation and ensure disclosure of such conflicts in a timely fashion.
- h. The person 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 ASA.

Confidential information received by the person during the exercise of duties for the ASA remains the property of the entity 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 that entity, the person from whom the information is provided, or is required by law.

- i. The person should not engage in conduct likely to bring discredit upon the organisation including with respect and reference to Media and other formal ASA policies, as updated from time to time by the ASA board of directors.
- j. The person always has an obligation to comply with the spirit as well as the letter of the law and with the principles of this code.

4. Breaches of the Code of Conduct

Breaches of the Code of Conduct are serious and will be investigated. ASA personnel found to be in breach of the Code of Conduct may face appropriate disciplinary action. Depending on the nature of the breach this may range from performance counselling, formal warnings, performance management, suspension, demotion, or dismissal.

5. Reporting a Breach of the Code

There are informal and formal ways of raising a possible breach of the Code of Conduct. If you believe that a breach of the Code of Conduct may have arisen, you are encouraged to raise the matter with the person concerned (where you feel you can) or with the person to whom you report or someone you feel comfortable with.

If the breach involves your manager or the person to whom you report, you should raise the matter with the CEO or Chair of the Board.