



MEMBER CODE OF CONDUCT

Purpose

The Committee is committed to maintaining a professional, respectful, collaborative and trusted environment for all members.

Membership brings together individuals and organisations with different backgrounds, experiences, commercial interests and professional relationships. Members are expected to contribute positively to the Committee, protect its integrity and respect the rights, reputation and interests of fellow members.

This Code sets out the standards of behaviour expected of members and their representatives when participating in Committee activities or engaging with others through their association with the Committee.

1. Application

This Code applies to all member organisations and individuals representing them in connection with the Committee, including conduct arising through:

- Committee meetings, events and member activities;
- subcommittees, working groups and advisory groups;
- email, telephone, messaging platforms and social media;
- interactions between members arising through Committee membership; and
- any other setting where conduct could reasonably be associated with membership of the Committee.

2. Standards of Conduct

Members are expected to:

- act honestly, respectfully and professionally;
- treat members, Committee staff, stakeholders and guests with courtesy and dignity;
- encourage constructive discussion, collaboration and mutual respect;
- respect differing views, experiences and perspectives;
- communicate professionally, including during disagreement;
- support the reputation and objectives of the Committee; and
- exercise appropriate judgement when representing themselves as a member of the Committee.



Members may hold different views and commercial positions. Disagreement is not, in itself, inappropriate, provided it is managed respectfully and professionally.

3. Respect for Members and Their Organisations

Members must not use Committee membership, relationships, activities or information to improperly disadvantage, damage or undermine another member or their organisation.

Members must not knowingly or recklessly:

- make false, misleading, malicious or unnecessarily damaging statements about another member or organisation;
- improperly damage another member's professional or business reputation or interfere with their commercial relationships;
- misuse confidential or sensitive information for personal or commercial advantage;
- encourage adverse action against another member for reasons unrelated to legitimate business considerations; or
- use the Committee to pursue or escalate a personal, professional or commercial grievance.

Nothing in this Code prevents a member from raising a genuine concern or complaint in good faith, complying with a legal obligation, or making legitimate commercial decisions in the ordinary course of business.

4. Personal, Professional and Historical Relationships

Members may have existing or historical personal, professional or commercial relationships with one another. Such relationships or disputes must not be allowed to disrupt Committee activities, undermine another member or unreasonably affect their ability to participate.

Committee meetings, events, relationships and communication channels must not be used to continue, escalate or seek support for an external dispute or grievance.

All members remain subject to the same standards under this Code regardless of any pre-existing relationship or history.

5. Respectful and Safe Participation

Members must not engage in bullying, harassment, intimidation, retaliation, discrimination, deliberate exclusion, threatening or humiliating behaviour, or other unreasonable conduct toward a member, employee, stakeholder or guest. Members must be able to raise concerns in good faith without fear of victimisation or adverse treatment.

6. Confidentiality and Information

Members must respect confidential, commercially sensitive and private information obtained through their involvement with the Committee.

Such information must not be disclosed without appropriate authority, used for personal or commercial advantage, or used to improperly disadvantage another member.

Members should exercise appropriate discretion when discussing Committee or member matters outside Committee activities. Confidentiality obligations continue after membership ends where the information remains confidential.

7. Conflicts of Interest

Members should disclose any actual, potential or perceived conflict of interest that could materially affect their participation in a Committee decision or activity.

In the first instance, the CEO may determine reasonable steps to manage a conflict, including requiring a member to abstain from a discussion or decision. Where appropriate or necessary, the Committee Chair may also become involved

8. Public Commentary and Social Media

Members must exercise appropriate judgement when making public comments relating to the Committee, its members or activities.

Personal opinions must not be represented as those of the Committee unless authorised. Members should avoid public commentary, including on social media, that unfairly or improperly damages another member or organisation where a connection to the Committee is apparent.

9. Managing Conflict and Concerns

Members are encouraged to raise concerns with the CEO at an early stage where conduct or interpersonal issues may affect participation or the effective operation of the Committee. Where appropriate or necessary, concerns may also be raised with the Committee Chair.

In the first instance, the CEO may raise concerns directly with a member and determine reasonable steps to manage interpersonal conflict, including changes to meeting arrangements, communication protocols, working groups or other operational arrangements. Where appropriate or necessary, the Committee Chair may also become involved.



Such measures are intended to support the effective and professional operation of the Committee and do not, in themselves, constitute a finding of fault or wrongdoing.

Members are expected to cooperate reasonably with these measures. Concerns should be raised in good faith and, where possible, supported by relevant information.

10. Responding to Concerns

Concerns will be considered fairly, confidentially and proportionately, having regard to the nature and seriousness of the matter.

Depending on the circumstances, the Committee may:

- seek further information or facilitate an informal or mediated resolution;
- implement reasonable operational arrangements;
- issue a direction regarding future conduct or a written warning;
- restrict participation in particular Committee activities; or
- in serious or repeated circumstances, consider suspension or termination of membership in accordance with the Committee's governing rules and membership terms.

Where appropriate, a member will be given an opportunity to respond to an allegation before a formal adverse decision is made.

11. Serious Conduct

Conduct requiring immediate escalation may include:

- threats, violence or serious harassment;
- deliberate misuse of confidential information;
- malicious or serious reputational harm;
- retaliation against a person who has raised a concern;
- conduct creating a material legal, financial, safety or reputational risk to the Committee or another member; or
- repeated breaches after a member has been directed to modify their behaviour.

12. Responsibility of Member Organisations

Member organisations are responsible for ensuring their representatives understand and comply with this Code.

Where a representative's conduct raises concerns, the Committee may raise the matter with an appropriate senior representative of the member organisation and may request that an alternative representative be nominated.



13. Acceptance of the Code

Compliance with this Code forms part of the conditions of membership.

When applying for membership, each member is required to confirm their acceptance of the Code by selecting the following acknowledgement on the membership application:

By submitting a membership application or renewing membership, including through payment of a membership renewal invoice, the member confirms its ongoing agreement to comply with this Code and to ensure that any representatives participating on its behalf do the same.

The Committee may review and update this Code from time to time to ensure it continues to support a respectful, professional and constructive membership environment.