



Parents Victoria Board Member

Code of Conduct & Ethics

It is the intent of Parents Victoria to strive for the highest ethical conduct from all Board Members and staff. The leadership is particularly sensitive to individuals who hold management and governance positions of trust and confidence in fulfilling the mission and goals of the organisation. These sensitive positions include officers, key senior staff members designated by the president, and members of the Board.

In an effort to achieve the highest standards of conduct, each officer, key staff member, and Board Member is requested to acknowledge (by signing) the following adopted Code of Conduct and Ethics at the Annual General Meeting or at a time when a new Board member has been co-opted to the Board. This acknowledgement will be kept on file.

All officers, staff members, and members of the Board of Parents Victoria are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.

In support of Parents Victoria's standards of high ethical conduct, each officer, staff member, and Board member WILL NOT:

- ❖ deceive, defraud, or mislead Parents Victoria Board members, officers, staff members, managers, supervisors, or other associates, or those with whom Parents Victoria has business or other relationships
- ❖ misrepresent Parents Victoria in any negotiations, dealings, contracts, or agreements
- ❖ divulge or release any information of a proprietary nature relating to Parents Victoria's plans, mission, or operational databases without appropriate approval
- ❖ obtain a personal advantage or benefit due to relationships established by any officer, senior staff member, or board member by use of the organisation's name
- ❖ accept individual gifts of any kind in excess of \$50, in connection with the officer's, staff member's, or Board Member's relationship with Parents Victoria. All such gifts are to be reported to the Treasurer who shall divulge gifts received during the calendar year to the Board.
- ❖ withhold their best efforts to perform their duties to acceptable standards
- ❖ engage in unethical business practices of any type
- ❖ use Parents Victoria property, financial resources, or services of Parents Victoria personnel for personal benefit
- ❖ violate any applicable laws or legislation

Infractions of this Code of Conduct & Ethics are to be reported directly to the President or Immediate Past President who shall, in his or her determination, bring the infraction to the full Board.

Name (please print):	
Signature:	Date: / /