

THE
INSTITUTE *of*
ARBITRATORS & MEDIATORS
—  —
AUSTRALIA

CODE OF CONDUCT FOR COUNCILLORS

In exercising my functions as a Councillor of the Institute of Arbitrators and Mediators Australia (“the Institute”), I agree to act in accordance with the following Code of Conduct:

- 1 I will act in the interests of the Institute as a whole.
- 2 I will act in a business-like and professional manner in my dealings with other Councillors and with Institute members and staff, and treat them with respect and courtesy at all times.
- 3 I will act honestly, ethically and with integrity in all matters concerning the Council and the Institute.
- 4 I will strive to maintain continuous improvement in my performance as a Councillor to the benefit of the Institute.
- 5 I will not use my power or influence or Institute resources or information derived from my position on the Council for improper purposes or for direct or indirect personal advantage.
- 6 I will maintain proper confidentiality of Council papers and other information obtained by virtue of my position as a Councillor and to respect the confidentiality of Council discussions.
- 7 I will promptly notify other Councillors of any conflict of interest (apparent or actual) in relation to the Institute or a matter being considered by the Council.
- 8 I will not participate in the debate or voting on any matter where such a conflict of interest exists or where private interests* would or could interfere with the proper performance of my duties. (*private interests include my business, financial and personal interests and any such interests of immediate family members).
- 9 I acknowledge that normally only the Chief Executive Officer or President are authorised to make public comments about the Institute.
- 10 I will not incur expenses (other than normal Council travelling and associated expenses) without the prior approval of the President or a resolution of the Council.
- 11 I will submit documentation in support of all expense claims in accordance with the Institute's internal accounting procedures.
- 12 I will use my best endeavours to attend each meeting of the Council and any Council committee of which I am a member, in person or by teleconference as the case may be.

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- 13 I will use my best endeavours to make myself available at the time and for the allocated duration of any meeting of the Council and any Council committee of which I am a member, so as not to delay or interrupt the meeting.
- 14 I will offer my resignation to the President or the Committee Chair of any Council committee of which I am a member, as the case may be, if I am unable to attend at least 65 % of the meetings of the Council or that committee, or if I am unable to give sufficient time to properly fulfil my duties as a Councillor or a member of that committee.
- 15 I will use my best endeavours to read Council/Committee papers and other material circulated pertaining to a meeting prior to that meeting.
- 16 I will respond promptly to circular resolutions required to be considered out of session by the Council or any Council committee of which I am a member.

I agree to be bound by Institute's Code of Conduct for Councillors.

Signed:

Name:

Date: