



### **Policy Statement:**

New South Wales Clay Target Association members and employees are required under the code of conduct; behave at all times in a way which upholds the NSWCTA values.

### **The Code:**

The Code of Conduct requires that an employee / member must:

- Behave honestly and with integrity in the course of NSWCTA employment or activity.
- Act with care and diligence in the course of NSWCTA employment.
- When acting in the course of NSWCTA employment, treat everyone with respect and courtesy and without harassment.
- When acting in the course of NSWCTA employment, comply with all NSWCTA policies and procedures.
- Comply with any lawful and reasonable direction given by an executive or member who has the authority to give the direction.
- Maintain appropriate confidentiality about dealings that the employee has with any executive or member
- Disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with NSWCTA employment.
- Use NSWCTA resources in a proper manner.
- Not to provide false and misleading information in response to a request for information that is made for official purposes in connection with an employees NSWCTA employment.
- Not to make improper use of:
  1. inside information or
  2. The employees duties, status, power or authority in order to gain, a benefit or advantage for the employee, member or for any other person.
- At all times behave in away that upholds the NSWCTA values and the integrity and good reputation of the NSWCTA

**Signature:** \_\_\_\_\_

Mark Rogers  
President

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Kathleen Dawe  
Secretary

Approved February 2012  
Reviewed June 2020