

CODE OF CONDUCT POLICY

In all our operations and relationships, we value:

Personal behaviour - it is expected that Committee member will:

- Act ethically, with honesty and integrity, in the best interests of PRT always.
- Not make improper use of their position as committee members to gain advantage for themselves or for any other person.
- Exercise due care, diligence, and skill.
- Take individual responsibility to contribute actively to all aspects of the board's role according to the board member duty statement.
- Make decisions fairly, impartially, and promptly, considering all available information, legislation, policies and procedures.
- Make reasonable enquiries to remain properly informed.
- Understand the financial, strategic, and other implications of decisions.
- Act in a financially responsible manner
- Understand financial reports, audit reports and other financial material that comes before the board.
- Attend a minimum of 75% of the monthly board meetings.
- Treat colleagues with respect, courtesy, honesty, and fairness, and have proper regard for their interests, rights, safety, and welfare.
- Not harass, bully, or discriminate against Board members, the public, volunteers and/or employees; and,
- Contribute to a harmonious, safe, and productive board environment/culture through professional workplace relationships.

Communication and official information - it is expected that Board members will:

- Channel all communication between committee and staff on business matters through the President and the Broadcast Manager.
- Not disclose official information or documents acquired through membership of the committee other than as required by law or where agreed by decision of the committee;
- Not make any unauthorised public statements regarding the business of Print Radio Tasmania.
- Support, adhere to and not contradict the formal decisions of the board made in its meetings.

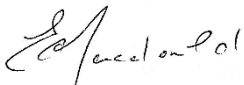
- Respect the confidentiality and privacy of all information as it pertains to individuals; and,
- Ensure information gained as a Board member is only applied to proper purposes.

Conflicts of interest - it is expected that Board members will:

- Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest.
- Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of Print Radio Tasmania
- Where conflicts of interest do arise, ensure they are managed in the public interest, and
- Ensure that they decline gifts or favours that may cast doubt on their ability to apply independent judgment as a board member.

In addition, committee members commit to:

- Taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace, reporting the details to the relevant people or agency; and,
- Taking responsibility for contributing in a constructive, courteous, and positive way to enhance good governance and the reputation of the board of Print Radio Tasmania.



President of behalf of the Management Committee
Print Radio Tasmania Inc.
November 2021

Other documents to reference:

- PRT Grievance Procedures
- PRT Complaints Handling Policy and Procedures
- PRT Conflict of Interest Policy
- PRT Work Health and Safety Policy