

Policy:	Code of Conduct – Board Members
Policy Area:	Board & Governance Policies
Date Approved:	September 2025
Replaces Policy dated:	2023

1. Purpose

This Code establishes standards of ethical and professional conduct expected from EWA Board members in fulfilling their duties to EWA, its members, and stakeholders.

2. Application

This Code applies to all elected or appointed Board Directors of EWA. It complements all relevant legislation, policies, and the EWA Constitution.

3. Board Conduct Expectations

3.1 Each member of the Board, as a legally responsible Director, shall:

- Act in good faith and for a proper purpose.
- Exercise due care and diligence.
- Exercise their independent judgment on the issues before them.
- Ensure the organisation does not continue to carry on its business while insolvent.
- Meet the requirements of various other federal and state laws which directly impact on the organisation.
- Ensure the Board and sport appropriate insurance cover provided by Equestrian Western Australia Incorporated (EWA).
- Serve the interests of EWA and its members over personal or sectional interests.
- Ensure scrupulous avoidance of deception, unethical practice or any other behaviour that is, or might be construed as less than honourable in the pursuit of the EWA business.
- Not do anything that in any way denigrates EWA or harms its public image.
- Make every reasonable effort to ensure that EWA does not raise community, supplier or stakeholder expectations that cannot be fulfilled.
- Undergo an appropriate induction process.
- Make decisions aligned with EWA's mission, values, and long-term objectives.

3.3 The Board shall:

- Generally, monitor the corporate affairs and policies of the organisation.
- Ensure to the best of their ability and within the bounds of their authority that the organisation is observing sound financial practices and managing potential risks effectively and is at all times in its dealings with other parties capable of meeting its legal and financial obligations.
- Undertake a regular review of the financial statements and make further enquiry from that review if necessary.
- Meet its responsibility to ensure that all staff employed by EWA are treated with due respect and are provided with a working environment and working conditions that meet all reasonable standards of employment as defined in relevant workplace legislation.
- Regularly review its own performance as the basis for its own development and quality assurance.
- Carry out its meetings in such a manner as to ensure fair and full participation of all Board.
- Ensure that EWA's assets are protected via a suitable risk management strategy.
- Observe the provisions of the organisation's constitution, its bylaws, its standing orders and policies.

3.3 Performance of Duties

- Act in accordance with their fiduciary duties, recognising both the legal and moral duties of the role.
- Take reasonable steps to place themselves in a position to monitor management of Equestrian Western Australia Inc. Keep themselves informed about the activities of the organisation.
- Be diligent, attend Board meetings and devote sufficient time to preparation for Board meetings to allow for full and appropriate participation in the Board's decision making in accordance with the Constitution.
- Respect the authority of the Chair and the decisions of the Board.
- Abide by Board decisions once reached notwithstanding a director's right to pursue a review or reversal of a Board decision.
- Board papers and other relevant information will be provided or made accessible with a minimum 5 days prior to each Board meeting.
- Rely upon expert or professional advice in situations which require specialist knowledge.

3.4 Confidentiality

- Preserve, where appropriate, the confidentiality of the organisation's business.
- Protect the privacy of the organisation's employees, clients and customers.
- Recognise accountability to the organisation's members and provide all information on the organisation's performance necessary to give meaning to that accountability.
- Treat all Board discussions and materials as confidential.
- Not disclose sensitive information outside the Board unless authorised or legally required.
- Return or destroy all confidential material upon stepping down from the Board.
- That as a Director, will sign this document as an agreement of confidentiality.

3.5 Conflicts of Interest

- Do not place their own interests, or the interests of any other person or body, before the interests of the organisation, or so act as to give the appearance of any such conflict.
- Declare any real or perceived conflicts of interest.
- Refrain from voting or influencing decisions where a conflict exists.
- Not accept gifts or benefits that may compromise impartiality that might be construed as less than honourable in the pursuit of the EWA business.
- Not disclose to any other person confidential information other than as agreed by the Board or as required under law.

3.6 Conduct with Others

- Treat everyone with courtesy, respect and sensitivity, taking into account people's individual experiences and views.
- Foster inclusive, harassment-free, and safe environments.
- Encourage diverse views and respectful debate.
- Not engage in bullying, discrimination, or disruptive behaviour.

4. Misconduct

- Not engage in theft, fraud, or criminal conduct.
- No breaches in confidentiality or conflict of interest obligations.
- Behaviour that brings EWA into disrepute will not be accepted or tolerated.
- Undermining Board decisions or disrupting meetings is unacceptable and not tolerated.
- Use of threatening, abusive, or discriminatory language is unacceptable and not tolerated. Board members will be given a warning and if behaviour continues, will be asked to leave the meeting.

5. Breach and Disciplinary Action

- Verbal or written warnings will be issued.
- Formal apologies or mediation will be requested.
- Removal from the Board will occur if the above options points are not met.
- Other actions will be taken that are consistent with the Constitution and law.

6. Review

This policy will be reviewed at least every two years or as legislation, governance standards, or EWA's needs change.

By signing below, you acknowledge that you have read, understood, and agree to abide by the Board Members Code of Conduct.

Name of Board Member: _____

Member No: _____

Signed: _____ Dated: ____ / ____ / ____