

<b>Policy:</b>	<b>Code of Conduct – Committee Members</b>
<b>Policy Area:</b>	Board & Governance Policies
<b>Date Approved:</b>	20 <sup>th</sup> May 2025
<b>Replaces Policy dated:</b>	6 February 2018

State Discipline Committees (“SDC’s”) are decision-making bodies which report to the Equestrian WA (“EWA”) Board and are managed in accordance with the By-Law Regulations. Members of those Committees are either elected, appointed or co-opted to one of the Committees representing EWA interests. Those interests include, Dressage WA, Eventing WA, Jumping WA, Show Horse WA, EWA Vaulting, EWA Para Equestrian, EWA Coaching and any other Committee recognised from time to time by the EWA Board.

Committee members represent EWA and have a crucial responsibility to act in the best interests of the organisation and its members, ensuring decisions align with EWA’s long-term goals and values. This includes being well-informed, actively participating in decision-making processes, and representing the organisation ethically and effectively.

Committee members who are elected or appointed to SDC’s or an SDC sub-committee must be a member of EWA throughout their tenure. Co-opted members are not required to be EWA members. This Code is applicable to all committee members that hold a position on an EWA State Discipline Committee or sub-committee, including Co-opted members.

A Committee Member must, at all times:

1. Comply with the EA Code of Conduct.
2. Comply with EWA’s Constitution, EWA Committee By-Laws and EWA’s policies and procedures.
3. Adhere to EWA requirements regarding committee confidentiality which includes a requirement to sign the EWA Confidentiality Agreement.
4. Act honestly, in good faith in the exercise of his or her duties, for the best interest of the sport of equestrian.
5. Maintain appropriate behaviour and be respectful, considerate and not use offensive language towards other committee members, EWA staff or EWA board members.
6. Perform the duties of his or her office impartially, uninfluenced by fear or favour.
7. Exercise the degree of duty of care and diligence in fulfilling the functions of the committee and exercising the functions of that committee.
8. Recognise that the primary responsibility is to EWA members and affiliated EWA clubs as a whole but should, where appropriate, have regard for the interests of all stakeholders of EWA.
9. Not make improper use of information acquired by use of his or her position as a committee member to gain, indirectly or directly, an advantage for himself or herself or for any other person or to cause detriment to the sport.
10. Not take improper advantage of the position.
11. Not allow personal interests or the interests of any associated persons, or sectional interests to conflict with the interests of EWA.
12. Not engage in conduct likely to bring discredit upon EWA and avoid actual or perceived conflicts of interest, whether direct or indirect, and ensure personal or financial interests do not interfere with the performance of your role, and declare conflicts where these exist.
13. Be clear and understand the roles, responsibilities and reporting relationships of the Board, committee members and staff.
14. Not individually instruct the Chief Executive Officer on matters relating to operational issues.
15. Attend all committee meetings. Where attendance is not possible members will submit an apology. If absence is likely to extend for several consecutive meetings, members will obtain leave of absence.
16. At committee meetings recognises the authority of the Chairperson.

17. Listen to and respect opinions of fellow committee members by:
  - a. treating each other and stakeholders fairly and with courtesy, respect and dignity;
  - b. be inclusive, value others and consider a range of perspectives; and
  - c. consider the views of stakeholders and affected parties about issues under consideration.
18. Debate issues in a non-threatening, co-operative manner at all times.
19. Show respect by:
  - a. not engaging in any form of behaviour that is, or can lead to, or considered to be, bullying, harassment, discrimination, and any behaviour that disrupts the committee's work or creates a hostile environment. Specific examples include offensive comments, unwanted physical contact, intimidation, or any behaviour that could be construed as harassment or discrimination; and
  - b. do not ignore actual or perceived behaviour that may be in breach of this Code. Act in good faith to identify and report such behaviour.
20. Committee members also have a responsibility to:
  - a. ensure their own behaviour contributes to a positive working environment that is physically and psychologically safe, is free of racism, discrimination, incivility, bullying, harassment and violence;
  - b. take reasonable care to ensure the health, safety and wellbeing of themselves and others; and
  - c. make sure their actions do not cause or threaten harm to the health, safety and wellbeing of others.
21. Prepare for meetings by:
  - a. preparing timely and complete reports as required for the member's committee position,
  - b. reading and considering papers circulated with the agenda.
22. Contribute to continuous improvements in the effectiveness of your committee and apply and promote good governance.
23. Express concerns to the Chairperson or other relevant authority about decisions or actions contrary to the Committee's public duty.
24. Disclose any information about actual or potentially unethical, dishonest and/or corrupt conduct to the Chair or, if necessary, the appropriate reporting body.
25. Maintain confidentiality and not divulge information deemed confidential or sensitive. If members are uncertain, they should seek direction from the Committee Chairperson.
26. Avoid discussing committee business in public places where there is a likelihood of being overheard.
27. Have an obligation to be independent in judgment and actions and to take reasonable steps to be satisfied as to the soundness of all decisions of the Committee.
28. Not demand or accept in connection with their official duties any fee, favour, reward, gratuity, gifts or remuneration of any kind, outside the scope of their entitlements as a Committee Member, unless authorised by the Chairperson of Equestrian WA Inc.
29. Have an obligation to comply with the spirit, as well as the letter of the law and with the principles of this Code.
30. Abide by Committee decisions once reached.
31. Abide by the directions of the EWA Board.
32. Once decisions are made, speak with one voice.
33. The code of conduct will be reviewed regularly to ensure it remains relevant and effective.

Name of Committee Member: \_\_\_\_\_

Member No: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of EWA Chair: \_\_\_\_\_

Member No: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_



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Local Government, Sport  
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