



pathways
southwest

Towards better mental health

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Board of Management Code of Ethics Policy & Procedure

APPROVED BY: Pathways SouthWest Board of Management

APPROVAL DATE: January 2015

REVIEW DATE: January 2018

DOCUMENT NUMBER: POL01.03

VERSION: 4

THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

Board of Management Code of Ethics

Policy & Procedure

Policy

This policy requires the Board of Management (BOM) to demonstrate professional ethical behaviour at all times – in their responsibilities to the organisation, in their professional relationships with each other, and in their professional service to the community – and will be required to adhere to this code of ethics.

Procedure

The Board of Management shall:

- Be diligent, attend Board meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the Board's decision-making.
- Observe confidentiality relating to non-public information acquired by them in their role as Board Members and not disclose such information to any other person.
- Attend all Board meetings whenever possible, and if unable to attend, to send apologies. Should a member be absent from three consecutive meetings without tendering their apology, the Board may declare the position vacant.
- Ensure that appropriate monitoring and reporting systems are in place and that these are maintained and utilised to provide accurate and timely information to the Board. [Refer to Governance Policy for more information.]
- Ensure that there is a Strategic Plan in place, and this is reviewed and amended as least annually to maintain currency.
- Ensure there is an appropriate separation between the BOM and staff. Neither the BOM nor staff should approach each other on operational issues. The Chief Executive Officer is the conduit between operational areas and the Board, except where a grievance process involves the CEO. [Refer to *Staff Grievance Procedure* for more information.]
- In April annually and prior to the Annual General Meeting the BOM shall carry out a review of its own performance as the basis for its own development and quality assurance. Individual Board Members shall also review their own performance with a view to ensuring a suitable contribution to BOM deliberations and decision-making and, if found lacking, should either pursue training or assistance to improve their performance, or resign.
- Carry out its meetings in such a manner as to ensure fair and full participation of all Board members.
- Ensure that the organisation's assets are protected via a suitable risk management strategy.

- Ensure that personal and financial interests do not conflict with the duty to the organisation. [Refer to Board of Management Conflict of Interest for more information.]

Related Documents

Governance Policy

Board of Management Conflict of Interest Policy