



**GOVERNING BOARD AND COMMITTEES
CODE OF CONDUCT**

July 2017

VERSION CONTROL

Approved by	Governing Board	Date Approved	18 July 2017
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Responsible Officers		Governing Board Chair	
Supporting Documents, Procedures & Forms		APIC Governing Board Charter APIC Constitution	
References & Legislation		Corporations Regulations 2001 Age Discrimination Act 2004 Australian Human Rights Commission Act 1986 Disability Discrimination Act 1992 Racial Discrimination Act 1975 Sex Discrimination Act 1984. Equal Opportunity Act 2010 Anti-Discrimination Act 1977 (NSW)	

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1 PURPOSE

Defines the Code of Conduct for members of Asia Pacific International College's (APIC's) Governing Board and committees.

2 CODE OF CONDUCT

Every member of APIC's Governing Board and its committees is expected to comply with a code of conduct as determined by the Governing Board from time to time.

All members of the Governing Board and its committees shall comply with the following standards of conduct:

1. The member shall act honestly, in good faith and in the best interests of APIC as a whole;
2. The member has a duty to use care and diligence in fulfilling the functions of their office and exercising the powers attached to that office;
3. The member shall use the powers of their office for a proper purpose, in the best interests of APIC as a whole;
4. The member shall recognise that their primary responsibility is to APIC as a whole but may, where appropriate, have regard for the interest of other stakeholders of APIC;
5. The member shall not make improper use of information acquired in their Governing Board or committee role;
6. The member shall not take improper advantage of their Governing Board or committee position;
7. The member shall properly manage any conflict with the interests of APIC;
8. The member has an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Governing Board or committee;
9. Confidential information received by the member in the course of the exercise of directorial duties remains the property of APIC from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by APIC, or the person from whom the information is provided, or is required by law;
10. The member shall not engage in conduct likely to bring discredit upon APIC; and
11. The member has an obligation, at all times, to comply with the spirit, as well as the letter, of the law and with the principles of this Code.

3 DOCUMENT CHANGE CONTROL

Version	Change Description	Date	Author
2.0	Policy update	1 July 2017	Clive Smallman