### a) Template Code of Conduct

This template should be used in conjunction with section 1.5 of the Governance Support Manual.

**Code of Conduct for [EYM name] Board**

The members of the Board of [EYM name] are bound by this Code of Conduct. All Board members shall follow the standards of behaviour set out in this code, in the fulfilment of their roles and responsibilities as members of the [EYM name] Board. Board members must familiarise themselves with this Code of Conduct and the [EYM name] values and clarify any concerns with the Chair of the Board.

As Board members of the [EYM name] Board, we will:

**a)** **act with honesty and integrity**

* be open and transparent in all our internal and external dealings in discharging our roles as Board members of [EYM name]
* use our authority as Board members in a responsible manner
* avoid or disclose any conflicts of interest and abide by the conflict of interest policy of [EYM name]
* act in a manner that sustains public trust in [EYM name].

**b) act in good faith in the best interests of [EYM Name]**

* be accountable for our actions and take responsibility for our decisions
* act in the best interests of [EYM name] and the children and families who access our service at all times, and not bring the organisation into disrepute as a result of our actions
* work cooperatively with other Board members on the [EYM name] Board to discharge our responsibilities.

**c) act fairly and impartially**

* avoid bias, discrimination or self-interest while making decisions
* be inclusive and demonstrate respect for others, and act professionally and courteously in the discharge of our duties as Board members.

**d) exercise due care and diligence**

* consider all relevant facts before making a decision
* seek information or clarification as necessary to ascertain facts and other implications before making a decision.

**e) use information appropriately**

* respect confidentiality and use information for the purpose for which it was made available
* not use information we receive as a member of the Board to gain personal advantage
* ensure all personal, commercial and other information provided to us as Board Members are handled in accordance with the privacy policy and privacy obligations of [EYM name].

**f) use position as Board member appropriately**

* avoid using our position as a Board Member to gain an advantage for ourselves, our family members, or associates or cause detriment to the interests of [EYM name].

**g) act in a financially responsible manner**

* read and understand or seek help to understand financial reports and all financial material that is presented to the Board
* make financial decisions in a responsible manner after seeking and understanding all relevant information necessary for the decision.

**h) comply with the law, regulations and governance rules**

* **have a good working knowledge of all laws and regulations that apply to [EYM name]**
* **have a good working knowledge of [EYM name]’s constitution, and other governing documents, policies and procedures relating to our roles as Board Members**
* **act within the powers set out by the constitution of [EYM name].**

**i) demonstrate leadership and stewardship**

* **act in accordance with the values of [EYM name]**
* **role model appropriate behaviour in accordance with this Code of Conduct and actively shape the culture of [EYM name] from the top**
* **encourage a culture of accountability, and child safety, manage risks effectively and responsibly to keep [EYM name] strong and sustainable.**

Values

The values that underpin this Code of Conduct are:

[List your organisation’s values here].

Breaches of this Code of Conduct

Any breach of this Code of Conduct should be reported to [Chairperson/Governance Committee].

Review date

This code was approved by the Board of [EYM name] on [enter date] and will be reviewed on or before [insert review date and year].

Authorisation

<Signature of Board Secretary>

<Date of approval by the Board>

<Name of organisation>