

## CODE OF CONDUCT

Policy number	RPHA 002	Version	1
Drafted by	E Macdonald	Approved by Board on	25 <sup>th</sup> August 2016
Responsible person	Executive Officer	Scheduled review date	September 2019, or as determined by specific need

### FOR ALL RPH AUSTRALIA BOARD MEMBERS

In all our operations and relationships, we value:

#### Conduct

Personal behavior - it is expected that Board members will:

- Act ethically, with honesty and integrity, in the best interests of RPH Australia at all times;
- Not make improper use of their position as board members to gain advantage for themselves or for any other person;
- Exercise due care, diligence and skill;
- Take individual responsibility to contribute actively to all aspects of the board's role according to the board member duty statement;
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- Make reasonable enquiries to remain properly informed;
- Understand the financial, strategic and other implications of decisions;
- Act in a financially responsible manner
- Understand financial reports, audit reports and other financial material that comes before the board;
- Attend a minimum of 75% of the monthly board meetings;
- Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;
- Not harass, bully or discriminate against Board members, the public and/or employees; and,
- Contribute to a harmonious, safe and productive board environment/culture through professional workplace relationships.

Communication and official information - it is expected that Board members will:

- Channel all communication between board and staff on business matters through the Chairperson and the CEO/Manager;
- Not disclose official information or documents acquired through membership of the board, other than as required by law or where agreed by decision of the board;

## RPH Australia Co-Operative Ltd

- Not make any unauthorised public statements regarding the business of RPH Australia;
- Support, adhere to and not contradict the formal decisions of the board made in its meetings;
- Respect the confidentiality and privacy of all information as it pertains to individuals; and,
- Ensure information gained as a Director is only applied to proper purposes.

Conflicts of interest - it is expected that Board members will:

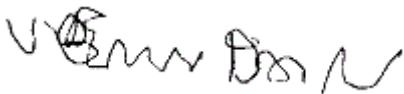
- Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest;
- Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of RPH Australia;
- Where conflicts of interest do arise, ensure they are managed in the public interest, and
- Ensure that they decline gifts or favors that may cast doubt on their ability to apply independent judgment as a board member.

In addition, Board members commit to:

- Taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace, reporting the details to the relevant people or agency; and,
- Taking responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the board of RPHA.

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### Authorisation



Vaughn Bennison  
Chair of the Board of Management  
RPH Australia

Date of approval by the Board of RPH Australia, 25<sup>th</sup> August 2016

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### Acceptance

I (name).....of (address) .....

.....

confirm that I have read and understand the Code of Conduct and I agree to operate within these principles.

Name:

Signature:

Date: