

## **ASTRONOMY AUSTRALIA LTD CODE OF CONDUCT**

AAL is a public, non-profit company of limited liability, the principle object of which is the advancement of the science of astronomy within the principles of the National Collaborative Research Infrastructure Strategy (Constitution 3.). AAL is ultimately controlled by the members, who appoint the board and vote on matters of community importance, normally at the annual general meeting.

This Code of Conduct establishes ethical standards for the conduct of AAL's directors, executives, Committee members and employees ("Officers" herein) as they strive to achieve the company objectives within this framework.

The Code stands beside but does not exclude or replace other legally binding obligations.

### **Organisational Principles**

- Officers will use their best efforts to pursue the furtherment of Australian Astronomy within Australia and abroad.
- Officers will treat all people with respect and will not discriminate on grounds of race, religion, gender, marital status or disability.
- Officers will observe all relevant laws and regulations in the execution of AAL business.
- Officers will at all times act with honesty and integrity, both internally and externally, when representing AAL.
- The company promotes a zero tolerance approach for any deliberate illegal acts such as but not limited to theft, fraud, embezzlement, bribery, or the receiving of bribes.
- Officers shall when actively engaged in AAL business be always unimpaired by alcohol or substance abuse.

### **Good Standing of the Company**

AAL is responsible to the astronomy community and to the Australian Government. It is paramount that the good standing of the company within the community be fostered and protected. Community lack of respect and credibility is failure.

### **Public Image and Media Relations**

- Officers must execute their duty with due care to the public image of AAL.
- Particular diligence must be observed in dealing with the news media.
- Officers must avoid making statements purporting to represent the views or position of AAL unless formally empowered to do so.

- An Officer may communicate with the news media as a representative of AAL strictly as formally empowered to do so.

### **Confidentiality**

It is the nature of AAL's business that Officers will share information of a sensitive nature. The confidentiality of our Members and of all affiliated bodies and third parties must be respected. Officers will make best efforts to protect confidentiality at all times. Leaks represent failure.

An Officer of the Company will not use such confidential information for personal gain or promotion.

### **Conflict of Interest**

- It is the nature of the Australian astronomical community that individuals will have many intersecting interests.
- Conflict of interest is inevitable and unavoidable within AAL's ambit. This must be recognized and dealt with accordingly.
- AAL will keep a register of Officers interests which should be reviewed at least annually.
- Officers will be aware of section 40 of the AAL Constitution pertaining to conflict of interest.
- If in the progress of a Board or Committee meeting a Director or Officer recognizes that a conflict exists, or might reasonably exist, he or she must declare this interest.
- Should a Member of the Board / Committee or Officer recognize that another Member or Officer has a conflict of interest, he or she must declare this to the Board / Committee without fear or favour.
- Any declared conflict of interest will be evaluated by the Board / Committee at the time. The Board /Committee will decide how to proceed. In the event that the Board /Committee is locked, the Chairman shall resolve the matter. (Such resolution will normally be positive but may include declaring a topic unresolved for reasons of conflict. Such should be minuted.)
- The conflicted Members and Officers may be asked to abstain from either discussion or voting.
- The conflicted Members and Officers may be asked to absent the meeting for the duration of entertainment of the identified item of conflict.

### **Strategic Alliances**

Many of AAL's highest goals involve alliances and partnerships. Alliance partners should be treated with confidentiality, integrity, honesty, and openness. Officers will represent AAL to strategic alliance partners strictly as formally empowered to do so.

### **Dealing with Government**

- It is the nature of AAL's business that Officers must interact with Government.
- Officers will represent AAL to Government strictly as formally empowered to do so.
- The highest standards of diligence are required.
- AAL must endeavor to present the most accurate possible information to Government, and to act upon the directions of Government visibly, properly, and accountably.

### **Living Document**

- This Code of Conduct should be reviewed annually by the Audit and Risk Management Committee.
- It can be extended or truncated provided this represents improvement.
- It can be improved at any time by the Board.