

*NETBALL PORTUGAL
BOARD MEMBERS
CODE OF CONDUCT*



NETBALL PORTUGAL
ASSOCIAÇÃO PORTUGUESA DE NETBALL

The Association 'Netball Portugal' has adopted the following Code of Conduct that all Board members, agree to adhere to when taking up a position on the Board.

1. The Nolan Principles

These principles should inform your actions and decisions as a board member. The key principles are:

Selflessness
Integrity
Objectivity
Accountability
Openness
Honesty
Leadership

2. Conflicts of Interest

No member of the Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as a Board member with the Netball Portugal. Members of the board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board.

- 2.1. When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of Netball Portugal and the Board member's personal interests, the Board member has a duty to immediately disclose the conflict of interest so that the rest of the Board's decision making will be informed about the conflict.
- 2.2. It is every Board member's obligation, in accordance with this policy, to ensure that decisions made by the Board reflect independent thinking. Consequently, in the event that any Board member receives payment from Netball Portugal such payment will be determined by and approved by the full Board in advance.
- 2.3. Any conflicts of interest, including, but not limited to financial interests, on the part of any Board Member, shall be disclosed to the Board when the matter that reflects a conflict of interest becomes a matter of Board action, and through an annual procedure for all Board members to disclose conflicts of interest.
- 2.4. Failure to disclose conflicts of interest shall be considered a serious breach of this Code and is likely to result in suspension or expulsion from the Board.
- 2.5. Any Board Member having a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting.
- 2.6. All conflicts disclosed to the Board will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also

note that the Board member with a conflict abstained from the vote and was not present for any discussion and was not included in the count for the quorum for that meeting.

- 2.7. Any new Board member will be advised of this policy during board induction and all Board members will be reminded of the Board Member Code of Conduct and of the procedures for disclosure of conflicts and for managing conflicts on a regular basis, at least once a year.
- 2.8. This policy shall also apply to any Board members immediate family or any person acting on his or her behalf.

3. Harassment and Discrimination

Netball Portugal strives to maintain a workplace that is free from discrimination and harassment. All forms of harassment are prohibited. Any board member who engages in discriminatory or harassing conduct towards a colleague is subject to removal from the Board. Complaints alleging misconduct on the part of Board members will be investigated promptly and as confidentially as possible in line with the **disciplinary powers, procedures and appeals** contained in point 6 of the Constitution.

4. Confidentiality

- 4.1 You must not misuse information gained in the course of your work as a Board member for personal or financial gain.
- 4.2. You are reminded that confidential financial, personnel and other matters concerning the organisation, staff, board materials or information should not be disclosed to anyone. This duty continues to apply after you have left the board.

5. Raising concerns

- 5.1. If you have a concern about a possible breach of this Code, a concern that you or any member of the board is acting in a manner in contravention of this Code of Conduct, or you have a concern about misconduct or wrongdoing in any other area, then you have a responsibility to raise that internally with the Chair of the Board.