

## CODE OF CONDUCT

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At The Association Specialists (TAS), we see ourselves as a partner to your organisation with a key responsibility to support the Board/Committee to achieve your strategic goals and objectives.

The Code of Conduct sets out the way we conduct ourselves at The Association Specialists and is based on our values which inform and guide our behaviours. The team at TAS commit to the Code and request that our clients, contractors and third-party suppliers be aware of and as appropriate support our staff in meeting our expectations. Understanding many of the laws and ideals reflected in this Code are relevant to your activities when working with TAS and our staff.

### THE ASSOCIATION SPECIALISTS VALUES:

- 1. TRUST** – If we say we are going to do something, we do it. We trust each other and our clients trust us.
- 2. RESPECT** – each other, our processes, and those we work with because everything we do is done with absolute sincerity.
- 3. HONESTY** – We are honest and transparent in everything we do. If we think something, we say something, because we care about each other and the business.
- 4. CONSISTENCY** – Success doesn't come from what we do occasionally, success comes from what we do consistently. We don't cut corners, we are thorough, we take pride in what we do and deliver quality, all the time, every time.
- 5. AUTHENTIC** – We are real people. We own our results. We never blame. We learn from our mistakes.

Our values underpin everything we do at TAS. At all times we behave in a way that upholds these values both as individuals and as representatives of The Association Specialists. This Code applies to all TAS employees and to our Clients. Our partners and contractors acknowledge and observe the Code in support of our business ideals.

### Trust

- We respect confidentiality and do not misuse information which we learn about TAS, our staff, and clients during our employment. We maintain this confidentiality even after we have left TAS.
- We access, use and disclose confidential information only for authorised work-related purposes.
- We abide by all the terms and conditions of our employment contract and TAS policies and procedures.
- We work together to create a safe culture through our commitment to the physical and psychological well-being of one another.

### Respect

**We respect the rights of all and treat people the way we would like them to treat us;**

- We respect and value each other's professionalism and contribution, working with each other collaboratively to achieve the best outcomes for all.

- We respect TAS Policies and Procedures and inform ourselves of them and act in accordance with them.
- We are committed to diversity, fairness and equal employment opportunities.
- We accept people's cultures and beliefs and allow them to enjoy their identity, language and history.
- We do not tolerate bullying or harassment or violence and intimidation (either verbal or physical) or unlawful discrimination.
- We do not initiate or perpetuate rumours.
- We respect people's right to freedom of choice and expression.
- We acknowledge that our rights and those of our clients and contractors are enshrined in law and as such will be adhered to by all.

### **Honesty**

**We believe that how we work is as important as the work we do;**

- We are honest, ethical and open in our dealings with each other, our clients and suppliers.
- We provide accurate, honest and complete information while ensuring we respect our privacy and confidentiality obligations.
- We do not knowingly make false statements, or mislead directly or by omission, in all communications.
- We take responsibility and are accountable for all TAS resources and property used in the performance of our duties.
- We use the services and facilities provided to us by TAS only for the purpose and in accordance with the terms on which they have been provided. Work resources include physical, financial and intellectual property.
- We perform our work impartially and refuse all offers that could be reasonably perceived as undermining the integrity and impartiality of TAS or ourselves.
- We observe the highest standards of integrity in financial matters and comply with the requirements of relevant financial management legislation, and TAS policies and procedures.
- We acknowledge we will from time to time make mistakes. We will acknowledge these openly, striving to ensure they are not repeated!

### **Consistency**

- We take responsibility for fulfilling the tasks assigned to us by applying all our knowledge, skills and experience.
- We share the workload and contribute including stretching ourselves to achieve our goals.
- We engage in constructive debate about ideas and initiatives, listen to others views, consult and collaborate with one another in support and acceptance of final decisions once they are made.
- We share our knowledge and expertise generously across the business to benefit our clients.
- We strive to achieve the highest quality in our work.
- We aim to continuously improve all aspects of our service and evaluate our results.

## **Conflict of Interest**

**Managing conflicts of interest responsibly is an important part of all our values at TAS;**

A conflict of interest occurs where an employee has a personal or professional interest that could influence or could reasonably be perceived to influence the objective performance of their duties and responsibilities at TAS. We do not, therefore, participate in activities that involve a conflict between our duties and responsibilities.

TAS employees need to be aware of, and seek to avoid, any actual, potential or perceived conflicts of interest in all their dealings with internal and external parties. TAS employees do not use their power to provide a private benefit to themselves, their family, friends or associates, and family and other personal relationships do not influence their decisions.

Some examples of how we manage conflicts of interest;

- We disclose any material interests we have to our Manager.
- We do not solicit, accept or offer money, gifts, or favours which might influence or appear to influence our decisions.
- We declare reportable gifts to our manager.
- We advise our managers if we have secondary employment or a private business activity outside of TAS which may cause a conflict of interest.

## **Intellectual Property**

Intellectual Property generated by employees during the course of their employment with The Association Specialists remains the property of The Association Specialists and may not be replicated or reused without the express permission of the Managing Director of The Association Specialists.

## **Our responsibilities under the Code of Conduct;**

TAS takes breaches of this Code and other TAS policies and procedures seriously. Employees who breach this Code of Conduct may face disciplinary action up to and potentially including termination of employment. Clients and contractors must also be alerted to the possibility that they could be subject to legal action for breaches of this code, particularly in relation to the manner in which they interact with staff at TAS. Serious breaches of this Code may also be referred to the police if potential criminal conduct is involved.