

## Code of Conduct for SSSI Commission Committee Members

### Introduction

These rules are made by the Board of the Surveying and Spatial Sciences Institute Limited (**'the Institute'**) pursuant to clauses 25.3 and 33.1 of the Constitution. These rules apply to each member of a Commission Committee (**'Commission Committee Member'**).

The Institute, and each member of the Institute, expects that Commission Committee Members will observe the highest possible standards of ethical conduct in the performance of their duties and roles.

### Specific requirements of Commission Committee Members

Each Commission Committee Member:

1. must exercise their powers and discharge their duties in good faith in the best interests of the Institute; and for a proper purpose.
2. must not improperly use their position to gain an advantage for themselves or someone else; or cause detriment to the Institute.
3. who obtains information because they are, or have been, a Commission Committee Member must not improperly use the information to gain an advantage for themselves or someone else; or cause detriment to the Institute. This duty continues after the person stops being a Commission Committee Member, officer or member of the Institute.
4. who obtains information because they are, or have been, a Commission Committee Member must not disclose that information unless such disclosure is authorised by the relevant Commission Committee or necessary to perform his or her obligations as a Commission Committee Member.
5. must ensure that, in fulfilling their role as a Commission Committee Member they are not reckless or intentionally dishonest.
6. must exercise their powers and discharge their duties with the degree of care and diligence that a reasonable person would exercise if they were a Commission Committee Member in the members' circumstances; and occupied the position held by, and had the same responsibilities within the Institute as, the Commission Committee Member 'the Business Judgment Rule'.
7. must make any judgment or decision in performing their duties as a Commission Committee Member in good faith and for a proper purpose, in circumstances where they do not have a material personal interest in the subject matter of the decision or judgment, in circumstances where they have informed themselves about the subject

matter of the judgment to the extent they reasonably believe to be appropriate and rationally believe that the decision is in the best interest of the Institute.

8. must inform the relevant Commission Committee and the Board, and give notice in writing, if he or she has a material personal interest in a matter that relates to the affairs of the Institute.
9. support and work with the Board and other Office Bearers and staff collaboratively to achieve SSSI's goals and objectives, and support the Strategic Plan.
10. keep informed about matters relevant to the Institute, comply with the Institutes' current Codes of Conduct, policies and procedures.
11. contribute positively and actively to the Commission Committee to which they are appointed, using resources of the Institute effectively, efficiently and for a proper purpose.
12. make decisions and set goals consultatively and collectively, based on relevant information, with proper analysis and management of risk.
13. listen to others and communicate in an impartial, helpful and positive way, and treat all members of the Committee, members of SSSI, other office bearers and staff equitably and with respect, trust and courtesy without discrimination, harassment or inappropriate behaviour.
14. not make public statements or representations or act on behalf of the relevant Commission Committee or the Institute without authority.
15. comply with any lawful and reasonable direction given by a Commission Committee Member, staff member, or director of the Institute who has authority to give such a direction.
16. abide by the Suspension and Removal of Office bearers procedures and rules as set out in the Clause 8 of the Institute's **RULES FOR OPERATIONS OF SSSI COMMISSIONS AND REGIONS (Policy No 2015/01)** (Updated April 2017).

I \_\_\_\_\_ have read and understand this Code of Conduct. I undertake to adhere to and be bound by its provisions.

\_\_\_\_\_  
signature

\_\_\_\_\_  
date