

The Motor Cycle Council of NSW Code of Conduct

The purpose of this Code of Conduct is to establish a set of guidelines for Members of the MCC of NSW. The Code is necessary to set the expectations of the Members in relation to the organisational requirements, its values, and ethics, and establish a set of rules for acceptable behaviour.

Members should read this document carefully and any questions relating to it should be discussed with the MCC of NSW Committee.

Note:- In this document the word “Members” is not governed by the MCCofNSW Constitution and is used only within the context of this document and includes:-

- Committee members
- Subcommittee members
- Delegates
- non-elected persons who do voluntary work for the MCC, such as our Associate Members
Co-ordinator any other similar persons.

Contents

The Motor Cycle Council of NSW Code of Conduct	1
Conduct.....	3
Technology use.....	3
Communication.....	3
Conflict of interest.....	3
Confidentiality.....	4
Intellectual property and copyright	4
Breach of the Code.....	4
Reporting Misconduct.....	5
Attendance at Committee and Subcommittee Meetings.....	5
Attendance at Committee and Subcommittee Meetings.....	5

Conduct

A Member must:

- Maintain the organisational values.
- Comply with legal requirements.
- Be accountable for your actions as a Member.
- Treat people with dignity and respect.
- Commit to upholding a high degree of professional service and ethical leadership.
- Act in a way that promotes public confidence in the MCC of NSW.
- Have a clear understanding of their public duty and legal responsibilities.
- the MCCNSW supports diversity and equal opportunities to all members regardless of race, religion and gender

Technology use

Members use of personal devices for the purposes of accessing critical MCC of NSW technology (software and systems), must ensure that those devices are fully and properly protected from hacking and any potential damaging interactions with said software.

Members must seek advice and/or help when in doubt here.

Devices whilst being used for MCC of NSW purposes must not be used in a way that conflicts with the Code.

Communication

All MCC of NSW related interactions/representations with public and media must be referred to the MCCNSW Chairman and/or Secretary prior to the event/interaction.

Members should ensure that any comments made in a private capacity are not attributed as official comments of the MCC of NSW. In this respect, Members should not use official stationery for private correspondence or for purposes not related to their official duties.

Unless specifically authorised, Members must not:-

- Initiate contact with the media on matters or issues that have been subject to discussion by the Committee, or any Subcommittee,
- Make comment on behalf of the Committee or any Subcommittee.
- Make comment on (including to the media or on social media) any matter or issue that has been subject to discussion by the Committee or any Subcommittee.
- Share any Committee or Subcommittee records with the media or on social media.

Conflict of interest

A Member has a duty to declare any private interest that may impinge on a Committee or Subcommittee decision. When an issue arises, the Member must as soon as practicable, disclose full and accurate details of the interest or issue to the Chair of the Committee and or relevant Subcommittee. A Member must disclose interests to the Committee (which include positions and pecuniary interests) in corporations, partnerships or other businesses or organisations that may be relevant to the activities of the Committee or any Subcommittee.

A Member's interests include those of an associate or close relative.

Members should be aware that it is illegal to seek, offer or receive money or gifts to obtain a benefit or favour. Members must also not accept gifts or benefits that could place them under an actual or perceived financial or moral obligation to any other organisation or individual.

Offers (other than light refreshment) should be politely refused.

The Secretary will maintain a Register of Gifts to provide a high degree of transparency.

Where a Member is given a gift, or benefit as a result of their position in the MCC of NSW they shall declare the gift or benefit to the Secretary and it shall be recorded in the Gift Register.

Where the MCC of NSW authorises a Member to provide a gift to any person, business or organisation that gift shall be recorded in the gift register.

Confidentiality

Because the MCC of NSW stores, analyses and processes sensitive information regarding its operations and interactions, it is the responsibility of Members to maintain the privacy of the clients of the MCC of NSW. All Members are expected to maintain the confidentiality of the MCC of NSW records and business practices to ensure the safety of all parties involved and the protection of the MCC of NSW's intellectual property. Confidential records should be accessed and shared solely for Committee and/or Subcommittee purposes with the appropriate recipients.

Intellectual property and copyright

All intellectual property created by Members during their role as members of the Committee or Subcommittee is the intellectual property of the MCC of NSW. Members cannot sell or give away intellectual property created during or in connection with their appointment to the Committee or any Subcommittee.

Members should provide the MCC of NSW with complete copies of any reports, documents or other materials created during their appointment as Committee or Subcommittee member.

Intellectual property includes rights relating to scientific discoveries, industrial designs, trademarks, service marks, commercial names and designations, inventions, and activity in the industrial, scientific, literary or artistic fields.

Breach of the Code

It is important to the Member that they are representatives of the MCC of NSW and are conducting activities on behalf of the MCC of NSW. If a Member does not comply with the Code, the Chair may direct the Member to take a specified action to rectify his or her conduct or determine that further responsibilities not be allocated to the Member until the breach is rectified. If the Chair is in breach of the code, Members of the Committee or Subcommittee may take similar relevant actions.

If Members of the Committee or Subcommittee do not adhere to the code of conduct or are seen to display inappropriate ethical standards of behaviour, the Committee may take applicable action.

In the case of a serious breach, the Chair and/or Committee may need to refer to the appropriate authorities and consider appropriate action. Any action taken, by the Chair or Committee will consider the seriousness of the breach, whether there is a pattern of such conduct, the apparent intent of the Member concerned and any apparent effect it is having on the work of the Committee or Subcommittee.

Reporting Misconduct

In the event a breach of the code is witnessed by a Member, the details must be reported to one of the Office Bearers, or the committee.

Office Bearers are defined in the Constitution as the Chair, Vice Chair, Secretary & Treasurer

Attendance at Committee and Subcommittee Meetings

Committee and Subcommittee members must communicate when they will not be able to attend a Committee or Subcommittee meeting. Failure to give notice (apologies) 3 times concurrently will therein be cause for exclusion of the Member from the Committee or Subcommittee. A Members conduct or breach of this Code may also be cause for exclusion whether during a meeting or in relation to dealings with, or on behalf of, the MCC of NSW.