

Code of Ethics

Purpose

The purpose of the Code of Ethics is to underpin and support the vision and values that govern the individual and collective behaviour of ACCA, the associations directors, officers, employees, contractors and committee appointees.

Policy

The ACCA Board recognises that it operates in an ever changing environment and as a consequence will regularly review and, if necessary, update its Vision, Values and Commitment. The Vision, Values and Commitment will underpin the following Codes of Ethics that all recognise as integral to the ongoing success of ACCA.

Relations with Members

ACCA will offer products and services to its members, particularly in the areas of:

- Information and guidance on matters of relevance to members;
- Education and training to members;
- The protection and enhancement of members' interests;
- Facilitation of opportunities for members to meet and exchange information and ideas for the mutual benefit of all members; and
- Other member services, benefits and facilities identified and notified to members from time to time.

In delivering these products and services ACCA will aim to ensure that they are of consistently high quality and value.

ACCA is committed to ensuring relevance of these products and services by encouraging all members to provide feedback both positive and negative.

ACCA will ensure that its communications with members does not contain any misrepresentations including ensuring that its financial statements present a true and fair view of the affairs of the association.

At all times ACCA will ensure the confidentiality of member information is maintained.

Relations with Other Recipients of Products and Services

ACCA is committed to ensuring that the product and services it provides to all recipients is of consistently high quality and value.

ACCA is committed to maintaining the confidentiality of recipient information at all times.

Relations with Employees

ACCA will ensure that a high degree of skill and care is utilised in the recruitment processes for the engagement of employees.

ACCA will demonstrate that the health and wellbeing of its employees is of paramount importance through the development and implementation of employment policies and procedures that treat our colleagues with respect and dignity.

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Relations with Suppliers and Other Business Contacts

ACCA will ensure that it acts honestly and fairly in all of its dealings with its suppliers, professional advisors and all others who may have dealings with the association.

Relations with Affiliated Organisations

ACCA recognises that it is part of a worldwide industry and will, at all times, endeavour to maintain good relations with, and where practical freely provide information and assistance to, its affiliated organisations overseas.

Conflicts of Interest

The ACCA Board and its employees recognise that they have an obligation, collectively and individually, to ensure that their interests do not interfere, or can be perceived to interfere, with the association's interests.

The ACCA Board and its employees will ensure that they do not have any undisclosed and unapproved business relationships that might impair, or could be perceived to impair, the independence of any judgement that is made on behalf of the association. Business relationships include, but are not limited to, suppliers, recipients of products or services or competitors.

The ACCA Board and its employees will not accept any gratuities or other inducements in the course of its dealings on behalf of the association.

Use of Association Assets and Property

The ACCA Board and its employees will use their best endeavours to protect the association's assets and property, including intellectual property, from loss, damage, misuse, waste and theft.

The ACCA Board and its employees will use the association's assets and property under its collective care and responsibility for the legitimate business purposes of the association. Under no circumstances will any assets or property be utilised for any other purpose including for personal gain.

Use of Association Information

The ACCA Board and its employees will use information gained during their relationship with the association for the best interest of the association and not for personal gain.

Compliance with Legislation

The ACCA Board and its employees commit to act honestly and in good faith and at all times will comply with all applicable laws, including legislation, regulations and by laws in existence including when overseas.

Compliance with Association Policies

The ACCA Board and its employees will, at all times, behave and conduct themselves, individually and collectively, in a manner that is consistent with the association's vision, values and commitment.

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Compliance with this Code

The ACCA Board and employees acknowledge that this Code forms part of every Director's and employee's conditions of employment.

Every contractor will also be required to acknowledge this Code and agreed to adhere to this Code.

Failure to comply with the Code may result in disciplinary action including, where appropriate dismissal or termination of contract.

Compliance with this code will be taken into account on a regular basis as part of individual performance appraisals.

Notification of Breaches

If any Member of the association or of the general public becomes aware of a breach, or suspected breach of the Code they are encouraged to report that breach immediately to the Executive Officer for investigation and action.

Any breach or suspected breach on the part of the Executive Officer should be reported to the Associations' President for investigation and action.

ACCA recognises its obligation to treat reported breaches, or suspected breaches, confidential. This confidentiality shall, subject to any legal restrictions, extend to ensuring that the name of the person, or persons, disclosing the information pertaining to the breach or suspected breach. This confidentiality shall include ensuring that there is no action or retribution taken against the informant.

Date of Update	Reason for Update	Current Version No.	Next Review
April 2016	New Policy Format	BRD 2.16 v1	April 2017

Our Vision

Our Vision is to be respected as the pre-eminent professional organisation for cemetery and crematoria in Australasia, providing the highest standards of:

- Guidance in matters of corporate governance;
- Furtherance in the professional development of directors and member organisations;
and
- Representation of the interests of directors and member organisations.

Our Values

In realising our Vision we adhere to the following core values in all our undertakings:

- Absolute integrity;
- Openness and transparency;
- Respect for others; and
- The delivery of value to our members.

Our Commitment

In proclaiming our Vision and Values we recognise:

- Our obligations to all those with whom we have a relationship including:
 - Our members;
 - Other recipients of our services and products;
 - Our employees;
 - Our contractors;
 - Our suppliers; and
 - Organisations affiliated to us
- That we will, at all times, use our best endeavours to ensure we gain and maintain the respect, trust and confidence of those with whom we deal.