



Australian
Institute of
Company
Directors

Code of Conduct

October 2022



Contents

A Message from the MD & CEO	4
Chair's Statement	5
Our Code – Our Commitment	8
How to use this Code	10
Should I? A guide	12
Know your responsibilities	13
Expectations of our people leaders	14
Speaking Up	16
Guiding Principles	18
Operating Responsibly	
1. Integrity	18
2. Compliance with Laws and Ethical Business Practices	20
Caring for Our People and Communities	
3. Care for Our People	21
4. Care for Our Communities	22
Protecting Our Resources and Reputation	
5. Protecting Our Resources	23
6. Protecting Our Reputation	25

A Message from the MD & CEO

To be the “trusted voice of governance”, the way in which the Australian Institute of Company Directors (**AICD**) carries out its work and conducts its business is as important as the courses, support and services it provides.

Trust starts with each of us acting with integrity and respect for others, supporting our colleagues to make the right decisions, and speaking up if we have a question or concern or are unsure what to do.

Our Code of Conduct (**Code**) provides guidance in circumstances where we are faced with difficult decisions and helps us to work together as One Team to achieve our mission and purpose.

It sets out our shared values and our expectations of each other.

We are all responsible for understanding and complying with our Code and contributing to a fair and safe workplace culture – a culture where we can speak up in good faith with the knowledge we are valued and supported.

Mark Rigotti MAICD
MD & CEO





Chair's Statement

The AICD's core purpose is to strengthen society through world-class governance.

It is important that we lead by example in how our organisation is governed, the decisions and actions we take and the way we conduct ourselves in achieving this purpose.

Our Code provides a framework for decision-making and a guide to the actions and standards of conduct we expect of each other to deliver the best possible outcomes for the AICD.

Each of us – from Board members to Division Councillors to temporary staff – has a shared responsibility to create a culture that reflects our values and our Code.

John Atkin FAICD
Chair

Our Purpose and Values



The AICD's work is guided by our mission:

“To be the independent and trusted voice of governance, building the capability of a community of leaders for the benefit of society”.

Our purpose is **to strengthen society through world-class governance.**

To support this mission and purpose, we each have a responsibility to ourselves, and to each other, to create a workplace culture in which our people are valued, empowered, supported and where the good of the whole is placed above that of an individual.

Inspired by our RAP art work, *“Ngiyakai Yapung”* which means **‘this way together’** in the Wonaruah language, the focus is on how we contribute to a One Team culture, and through that culture our success in fulfilling our mission.

Our values (**Values**) are the pillars that support our culture. They are evident in our relationships and actions and grounded in commitment to our shared mission and purpose.

These are the Values we stand for – the Values by which we measure all of our actions.



Accountability

Independent and trusted

To retain the community's trust, we act ethically and responsibly and in the interests of our members and society.

As One Team, we balance individual member needs with our responsibility to AICD's diverse membership and the community.

We hold ourselves accountable.

When we make a commitment, we strive to keep it.

If we fall behind, we engage our stakeholders to manage the consequences.

If we make a mistake, we acknowledge and correct it.



Excellence

Building the capability

To set the benchmark for governance insight and education, our focus is on the fundamental challenges and emerging issues confronting our membership.

We must inspire and enable our members to lift their standards of practice.

As One Team, our work is 'fit for purpose': focused on priorities, thorough, considered, and consistently performed to high professional standards and expectations.



Respect

The voice of governance

As One Team, we appreciate and respect the different perspectives and roles of our AICD colleagues.

We listen actively and communicate openly, genuinely engaging to canvass for the best options before acting or deciding.

When we disagree, we resolve our disagreements directly with our colleagues, sensibly and professionally.

And when we move past our disagreements, they are in the past.



Collaboration

A community of leaders

To benefit society, we work together to address the diverse needs of our community.

No individual or single team can capture that diversity and knowledge, and we collaborate to share what we know.

Working as One Team, we accept that there are compromises and choices and we collaborate to make any decision the best possible outcome for everyone tasked with its execution.

We don't avoid or ignore different views. And when decisions are made, we work together to focus on the task.

Our Code – Our Commitment



Operating Responsibly

1 Integrity - We act with honesty and integrity in our business dealings

Key actions:

- Act in the best interests of the AICD at all times
- Uphold our 'Accountability' value
- Avoid conflicts of interest
- Promote the AICD's interests by fair means, with zero tolerance for bribery or corruption
- Ensure moderation in business gifts and hospitality

2 Compliance with Laws and Ethical Business Practices - We do the right thing

Key actions:

- Comply with the spirit and letter of the law and with the requirements of this Code
- Uphold our values of 'Accountability' and 'Excellence'
- Promote fair competition and avoid anti-competitive conduct
- Act within delegations of authority
- Provide complete and accurate information when seeking approval

Caring for Our People and Communities

3 Care for Our People - We maintain a safe, inclusive and respectful working environment

Key actions:

- Take care for our own safety and the safety of others
- Uphold our 'Respect' value with our colleagues and stakeholders
- Keep our working environment free of bullying, harassment and other unreasonable behaviour
- Ensure our suppliers, members and learners understand our expectations regarding a safe, inclusive and respectful environment

4 Care for Our Communities - We care about each other and our wider community

Key actions:

- Uphold our values of 'Collaboration' and 'Respect'
- Take action to conduct AICD's business in a socially and environmentally responsible manner, including:
 - working to minimise adverse environmental impacts and modern slavery risks associated with AICD's activities
 - supporting our members to promote responsible business practices
- Take opportunities to participate in the delivery of the AICD's Reconciliation Action Plan and its Driving Disability Inclusion Action Plan

Protecting our Resources and Reputation

5 Protecting Our Resources - We protect AICD assets and information

Key actions:

- Uphold our values of 'Excellence' and 'Accountability' in managing AICD resources and information
- Protect confidential and personal information of others from unauthorised access, disclosure and use
- Follow AICD requirements, policies and procedures to maintain the security of AICD assets, IT systems and activities

6 Protecting Our Reputation - We communicate responsibly

Key actions:

- Uphold our values of 'Respect' and 'Excellence' in communicating on behalf of the AICD
- Ensure public statements and information issued by the AICD have obtained necessary approvals and are communicated by an authorised person
- Follow AICD policies and requirements regarding the use of social media

How to use this Code

Our Code reflects who we are and
what's important to us.

Our Code applies to all employees (whether casual, permanent or fixed-term) working with and for the AICD, as well as to the AICD's Board of Directors and Division Councillors.

To achieve the AICD's purpose, we must ensure that our own actions, behaviour and decisions demonstrate our commitment to responsible business practices, a culture of humanity and world-class governance.

Our Code outlines what is expected of us and our obligation to maintain the highest standards of professional and personal conduct when working with each other, our members, clients and other stakeholders. It builds upon our shared Values.

The guiding principles set out on **page 8 and 9** and covered in more detail on **pages 18 to 25** help us to act with integrity, make the right choices and to work together as One Team to deliver the best outcomes for our stakeholders.

The Code references key AICD policies which provide further guidance regarding our responsibilities and expectations in the way we do business. It is important to understand and apply these policies, in addition to specific policies relevant to our roles and areas of business, in our actions and daily decisions. Any AICD policy referred to in the Code is subject to change, and the AICD reserves the right to change, replace or revoke any policy in its absolute discretion, without negating the terms of the Code.

To the extent that our Code:

- applies to volunteers (such as the AICD's Board of Directors and Division Councillors in their capacity as volunteers); and
- references AICD policies,

the Code and policies will not create an employment relationship between those volunteers and the AICD, nor will they create a contractual obligation on the AICD.

What this means for each of us

We expect that each of us will:

- read, understand and comply with our Code, as well as AICD policies;
- complete all required training in relation to our Code;
- consider the 'Should I' guide on **page 12**, as well as our policies and guidelines, when faced with a difficult issue; and
- raise our concerns and reach out to our colleagues and people leaders.

Key aspects of how we work together and represent the AICD are covered in our Code, which reflects our focus on behaving ethically, in accordance with the law and with respect for others.

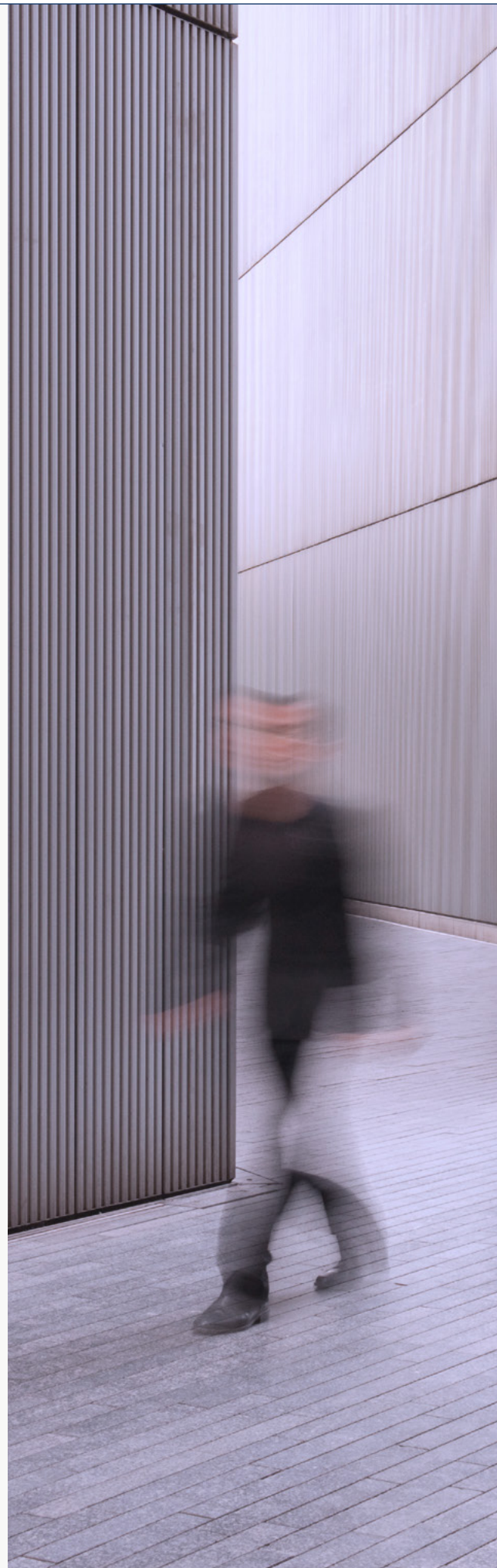
We should not hesitate to raise our concerns if we become aware of anything that may not meet the requirements of our Code, or to ask for help if we're unsure of the right course of action.

In line with our Values, we are committed to a culture where we can speak up if something isn't right, with confidence that we are valued and supported. And, if something isn't right, we will acknowledge and correct it.

Should I? A guide

There may be times when we are faced with difficult choices, or the right course of action is not clear. Before making a decision, please stop and consider:

- **Who will be impacted and how will it affect them?** Does the decision make sense for our members, clients, staff and key stakeholders?
- **What are the long-term implications** of the decision?
- Is the action **consistent with our Values** and guiding principles?
- Does the decision raise any **legal, health, safety, environmental and human rights concerns?**
- If the decision was **reported in the media**, would I be proud for it to be associated with me or with the AICD?
- Do I need to get **advice or guidance** from someone else **or report** this to someone more senior?





Know your responsibilities

Our reputation is in your hands.

We're all responsible for acting in a manner that is consistent with our Values and ensuring that we comply with our Code. Compliance with our Code underpins our reputation as an organisation, our integrity and the way that we work together and with others. Our Code and AICD policies describe the standards of conduct we expect.

Following our Code is mandatory. You must be aware of your responsibilities under our Code and your obligation not to engage in any form of misconduct.

If you believe there has been a breach of our Code or another AICD policy, it is important that you speak up and report your concerns in good faith. Misconduct affects all of us and no concern is too minor to report. A report of unacceptable conduct, including misconduct, will be treated seriously and may lead to an internal or external investigation.

A breach of the Code may result in disciplinary action, with consequences that may include termination of employment. You may also be held personally liable in circumstances where you breach your obligations at law.

The Code will be reviewed periodically and updated where necessary to ensure it continues to operate effectively. While the Code does not form part of our terms of employment and does not create a contractual obligation on the part of AICD to employees, we are all required to comply with the Code.

Expectations of our people leaders





If you lead or manage the work of others, you have an even greater responsibility to:

- Understand your own responsibilities and go about your role in a manner which brings our Code and our Values to life.
- Set clear expectations for your people on the outcomes and behaviour they are accountable for and provide ongoing feedback and training to support them in acting in a manner consistent with our Code and Values.
- Create an environment where people are encouraged and supported to achieve the AICD's standards and to raise genuine concerns with confidence and without fear of detriment.
- Role model timely, ethical decision making and assist people to understand how to apply our Code in situations where the right choice is not necessarily clear, as well as to learn from mistakes.
- Protect against retaliatory conduct.
- Take the time to listen when a concern is raised.
- Promote risk awareness and accountability for managing risks and take appropriate action to address issues, including conduct that is inconsistent with our Code or our policies.

KEY AICD POLICIES:

- a. Speak Up Policy
- b. Working with Dignity Policy
- c. Sexual Harassment in the Workplace Policy
- d. Disciplinary Policy
- e. Employee Grievances and Dispute Resolution Policy

Speaking Up

There are people ready to listen and
to support you.



We are committed to conducting business honestly, with integrity, and in accordance with our Values.

If you have a question, problem or concern, in most cases your manager should be your first point of contact. They will be best placed to respond and take appropriate action.

If you suspect a case of illegal, unethical or improper conduct, share your concerns.

We support a culture of speaking up, even if you are unsure whether the relevant circumstances are actual or suspected misconduct or an improper state of affairs in relation to the AICD (**Potential Misconduct**).

We will not tolerate anyone being discouraged from reporting Potential Misconduct, or being treated detrimentally because they have done so. However, any employee who is found to have knowingly made a false disclosure may be subject to disciplinary action.

If you have reasonable grounds to suspect Potential Misconduct, you have a responsibility to tell an appropriate person, in accordance with the **Speak Up Policy**:

- the Chief Financial Officer, Company Secretary and General Manager, Corporate Services (**CFO**);
- the Head of People and Culture;
- the Head of Risk and Compliance; or
- YourCall (an external provider engaged by the AICD to receive disclosures).

You can also contact the MD & CEO, another member of the Executive Committee, or a member of the Board of Directors if you would prefer to do so. Your disclosure will be treated confidentially.

You can also make an anonymous disclosure if you choose – an anonymous disclosure can be made in one of the following ways:

- by contacting YourCall, through the AICD's Intranet Site; or
- by making a confidential disclosure directly to the AICD's external provider, YourCall, either:
 - Online
www.yourcall.com.au/report (24/7, using the AICD's organisation ID: AICD2016)
 - Telephone Hotline
1300 790 228 (9am – 12am AEST/AEDT M – F excluding public holidays)

The AICD does not tolerate retaliatory action by its employees or directors. We take retaliation claims seriously and investigate concerns that are raised.

All disclosures will be taken seriously. Where a report requires investigation, it may be necessary to reveal details of the complaint to law enforcement agencies, regulators, courts or tribunals to enable concerns raised to be properly addressed. For more information refer to the **Speak Up Policy**.

KEY AICD POLICIES:

Our **Speak Up Policy** provides further information on:

- making a disclosure on a confidential and, if desired, anonymous basis;
- who to contact and protections you will receive where you speak up under the Speak Up Policy; and
- processes for responding to disclosures, including how reports are investigated, where appropriate.

Guiding Principles



1 Integrity – We act with honesty and integrity in our business dealings and in the best interests of the AICD

Our business relationships

We expect the highest standards of personal and professional conduct when working with each other, our members, clients and stakeholders. We take a zero tolerance approach to any form of fraud, bribery or corruption, and expect that our Business Partners do the same

We take care to ensure that any gifts or hospitality accepted or offered comply with AICD policies and are reasonable, permissible and not perceived to improperly influence a relationship or decision affecting the AICD or its business.

All donations by the AICD must align with its purpose, principles and activities as set out in its Constitution.

We comply with internal controls and recordkeeping requirements to ensure that all of our records are complete, accurate and timely.

Conflicts of interest

We ensure our financial and other interests and actions do not conflict with, or are perceived to or have the potential to conflict with, the obligations and requirements of our position with the AICD and do not advance our own interests over the interests of the AICD. Conflicts of interest occur when your personal interests compromise your ability to make objective business decisions on the AICD's behalf. Even the appearance of a conflict can damage the AICD's reputation.

We take all suitable measures to disclose and appropriately manage situations in which we may have, or be seen to have, a conflict arising out of a relationship with others within or outside the AICD. A conflict of interest can include circumstances involving personal relationships, conduct outside employment (for example, secondary jobs or activities that interfere with your work at the AICD), outside directorships or organisational conflicts of interest.

We avoid any financial or other interest or undertaking that could directly or indirectly compromise the performance of our duties.

We don't take advantage of our position or the information or opportunities arising from it for personal gain or to cause detriment to the AICD or its members, clients and learners.

WHAT THIS MEANS FOR YOU

- Act in the best interests of the AICD at all times.
- Uphold the AICD's 'Accountability' value in dealing with others.
- Be fair and honest in dealing with our suppliers, members and clients and other third parties on behalf of the AICD.
- Make sure that you understand the requirements of our Gifts and Anti-Bribery Policy before receiving or offering any gifts or hospitality. Do not accept or make an offer, even if of modest value, if it would (or could) give the appearance of improper circumstances. (Some examples of gifts and hospitality would include complimentary or discounted tickets to conferences or other events, accommodation, meals, hampers, gift cards or discounts on goods and services.)

- Under no circumstances offer, give, solicit or accept (for your own or another person's benefit) a bribe, kickback, secret commission, facilitation payment or other improper benefit, regardless of value, to obtain or provide any business or other advantage.
- Set clear expectations for our suppliers that we do not tolerate facilitation payments, kickbacks or other improper benefits.
- Be accurate and complete in recording payments and expenses. Comply with all policies and internal controls.
- Never falsify or misrepresent information in any of our business records. Ensure that statements made in financial disclosures are truthful and complete.
- Take all reasonable steps to avoid actual and perceived conflicts of interest. Ensure that you immediately disclose any conflict of interest as soon as you become aware of it, and that appropriate steps are taken to manage the conflict.
- Register gifts or benefits accepted in accordance with the procedure set out in the Gifts and Anti-Bribery Policy.
- If a conflict arises, or you suspect a conflict of interest, report it to your manager, the Head of Risk and Compliance or the CFO, as appropriate.
- Be alert to, and report, signs of illegal activity, misconduct or fraud.

KEY AICD POLICIES:

- Fraud Policy
- Gifts and Anti-Bribery Policy
- Corporate Credit Card Policy
- Expenses and Travel Policy

FOR GUIDANCE OR MORE INFORMATION:

Your manager or a member of the Risk and Compliance or Legal teams.

2 Compliance with Laws and Ethical Business Practices - We do the right thing

We are committed to creating a strong compliance culture and take steps to ensure we comply with relevant laws, regulations, standards and ethical practices that apply to the AICD.

We act at all times in compliance with the spirit, as well as the letter, of the law and with the principles of this Code.

We use care and diligence in fulfilling our responsibilities.

We promote fair competition and don't engage in anti-competitive conduct.

We take care to use a fair and equitable procurement process, and to inform potential suppliers of our expectations with respect to their business conduct and practices.

We ensure that accurate and complete information is provided to regulatory authorities.

What this means for you

- When things go wrong, be open and honest, so we can put things right.
- Uphold the AICD's values of 'Accountability' and 'Excellence' in fulfilling your responsibilities.
- Act fairly and reasonably in all our business dealings.
- Ensure that you comply with relevant competition and consumer laws in our business dealings.
- If you are interacting with a competitor or potential competitor, take care. Avoid any action that could imply illegal coordination with competitors or any arrangement or agreement with them about how we deal with our members and clients, learners, suppliers or other competitors.

- Ensure our suppliers, contractors and consultants are reputable, competent and qualified and share our commitment to high standards of business conduct and lawful business practices.
- Ensure you understand and act within any delegation of authority that applies to you.
- Provide accurate and complete information when seeking approval.

KEY AICD POLICIES:

- a. Compliance Policy
- b. Delegation of Authority Policy
- c. Procurement and Vendor Management Policy

FOR GUIDANCE OR MORE INFORMATION:

Your manager or a member of the Risk and Compliance or Legal teams.

3 Care for Our People - We maintain a safe, inclusive and respectful working environment where we are all valued and supported

We are committed to building a culture of humanity, where we interact with our colleagues and our stakeholders with professionalism, in an environment of respect, dignity and fairness.

We all share responsibility to communicate respectfully and keep our working environment safe, healthy and free of bullying, harassment, discrimination, victimisation and any other form of unreasonable behaviour. We will not tolerate, and will take action to address, such behaviour by a colleague, member, supplier or any other person we deal with as part of our work.

We do not make employment-related decisions on prohibited grounds, which include race, gender, disability, ethnicity, skin colour, religion, national origin, political affiliation, pregnancy, sexual orientation, gender identity, marital status or any other legally protected characteristic.

We value diversity and inclusion and consider a diverse and inclusive workplace a competitive advantage that will strengthen the AICD's capability to meet its objectives. We will strive to attract, recruit, develop and promote people who represent the members and communities in which we operate.

What this means for you

- Take all reasonable care for our own safety and the safety of others and comply with any reasonable instruction, policy, procedure or guideline of the AICD in relation to health and safety.
- Immediately report to your manager or a member of the People and Culture team any:
 - unsafe equipment, unsafe work practices, hazards, safety incidents or concerns for your safety or the safety of others
 - threats or acts of violence in the workplace, or behaviour that may amount to bullying, discrimination, harassment, vilification or victimisation.

- Uphold our 'Respect' value with your colleagues and other stakeholders.
- Treat others the way we'd like to be treated and take responsibility for our own actions and behaviours in the workplace.
- Value each other's contributions and be receptive to different points of view.
- Try to resolve issues with others as quickly as possible, in a respectful and courteous way.
- Strive to always achieve the highest service and professional standards in dealing with others.
- Ensure that our suppliers, members and learners understand that we have the same expectations of them to keep our working environment (including AICD events and courses) safe, inclusive and respectful.

KEY AICD POLICIES:

- a. Work Health and Safety Policy
- b. Sexual Harassment in the Workplace Policy
- c. Working with Dignity Policy
- d. Diversity Policy
- e. Employee Grievances and Dispute Resolution Policy

FOR GUIDANCE OR MORE INFORMATION:

Your manager or a member of the Risk and Compliance or People and Culture teams.

4 Care for Our Communities - We care about each other and our wider community

We are committed to:

- conducting business in a manner that is socially and environmentally responsible
- supporting our members and the broader governance community to promote responsible business practices and address sustainability challenges
- developing the governance knowledge and directorship capability of First Nations people in Australia, while learning from First Nations governance practices, systems and beliefs to advance the practice of governance
- promoting diversity, accessibility and inclusion, to work towards equal opportunity and the removal of unintended barriers across business, government and community organisations.

We manage our business and relationships with our suppliers with the objective of ensuring sustainable and accessible practices, including addressing modern slavery risks, using resources efficiently and minimising environmental impacts.

What this means for you

- Uphold the AICD's values of 'Collaboration' and 'Respect' in the way we conduct business.
- Proactively identify and take action to minimise adverse environmental impacts associated with the AICD's activities and your own role, including opportunities arising in connection with the AICD's suppliers and its members and learners.
- Treat others with respect and dignity and take steps to identify and address modern slavery risks in our business and supply chain.
- Recognise Aboriginal and Torres Strait Islander peoples, their histories and cultures in order to build respectful relationships that will seek to increase collaboration with First Nations communities.
- Undertake cultural awareness training and take opportunities to participate in the delivery of the AICD's Reconciliation Action Plan.
- Be alert to creating welcoming and barrier-free environments to advance the inclusion of people with disability as members, clients, staff and key stakeholders, and recognise your role and contribution to the AICD's Driving Disability Inclusion Action Plan.

KEY AICD POLICIES:

- Procurement and Vendor Management Policy
- AICD Reconciliation Action Plan
- AICD Driving Disability Inclusion Action Plan

FOR GUIDANCE OR MORE INFORMATION:

Your manager, the Head of Risk and Compliance, the Head of People and Culture or the General Manager, Governance & Policy Leadership.

5 Protecting Our Resources - We protect AICD assets and information, and the confidential and personal information of others, and use them responsibly

Security of information and assets

Security of information and AICD assets is important to us.

We take all reasonable steps to protect confidential and personal information, including the personal information of our members, clients and employees, from unauthorised access and disclosure and manage this information in accordance with our policies, procedures and the law.

We participate in relevant training and actively work to reduce the risk of unauthorised access to the AICD's premises, information, data and other assets.

We keep AICD property secure from theft or fraud.

Improper use

We use AICD assets and resources properly, responsibly and for legitimate purposes only. In managing and using the AICD's resources, we have regard to the AICD's status as a charity and its charitable purpose, principles and activities as set out in its Constitution.

We don't make improper use of information acquired through our role or take advantage of the property or information of the AICD or its members or clients for personal gain. This applies even after our employment or engagement with the AICD has ended.

We use AICD's technology responsibly and not to access or share material for illegal or unethical activity or to harass, defame or transmit unsolicited commercial or advertising material.

We keep full and accurate records of the AICD's business activities, operations and financial position and performance, as required by law or AICD policies and procedures. We ensure that expenses that we incur are for legitimate, business-related purposes.

We understand that any expense we claim for reimbursement must serve a legitimate business purpose, must be complete and must be properly authorised and evidenced by adequate documentation of the expense.

If we believe that records are misleading or contain errors, we speak up.

What this means for you

- Uphold our values of 'Excellence' and 'Accountability' in managing and using information and AICD resources.
- Don't share confidential or sensitive information about the AICD with anyone unless there is approval to do so and there are appropriate protections in place.
- Ensure our suppliers, consultants and other third parties that we deal with understand that we have the same expectations of them in relation to the protection and use of confidential and personal information.
- Be alert to phishing and other cyber attacks and follow AICD policies, procedures and guidance in relation to cybersecurity and use of IT systems.
- Avoid waste and extravagance in the use of AICD resources.
- Understand security arrangements and procedures for AICD offices and events and take steps to prevent unauthorised entry, with courtesy and where possible and safe to do so.
- Treat our physical assets with care, report any property or equipment that is damaged, unsafe or in need of repair and do not take, lend, sell or give anything away without pre-authorisation.
- When using electronic assets, make sure that valuable assets such as laptops are physically and electronically safe, do not transmit obscene, profane or otherwise offensive or inappropriate content, and do not install unauthorised software on your computer.
- Keep accounts, access codes and passwords safe. Follow all information security directives and accept all information security updates to our systems in a timely manner.

KEY AICD POLICIES:

- a. IT Acceptable Use Policy
- b. IT Access Management Policy
- c. Information Classification and Handling Policy
- d. Confidentiality Policy
- e. Expenses and Travel Policy
- f. Privacy Policy
- g. Records Management Policy
- h. Procurement and Vendor Management Policy

FOR GUIDANCE OR MORE INFORMATION:

Your manager or a member of the Risk and Compliance or Legal teams.

6 Protecting Our Reputation - We communicate responsibly

We care about the AICD's reputation and ensure that we provide information that is consistent, accurate and complete when speaking publicly on behalf of the AICD. The statements we make about the AICD affect our reputation and brand.

The AICD has designated individuals to serve as authorised spokespersons for the AICD in making public comments, speaking with the media or regulatory authorities or making any public communications that can be attributed to the AICD.

We don't make any public statements on behalf of the AICD unless we are authorised to do so.

We ensure that AICD communications are accurate and complete and comply with confidentiality, privacy and relevant legal requirements including defamation law.

If we make any comments on social media, even in our personal capacity, we make sure that they comply with the AICD's Social Media Policy.

What this means for you

- Uphold our values of 'Respect' and 'Excellence' in communicating on behalf of the AICD.
- Refer all media enquiries and requests for comment to the AICD's Media Manager, unless you are an authorised spokesperson for the AICD.
- Refer all requests for information from government departments or regulatory authorities to the Head of Government Relations and Media, General Manager, Governance & Policy Leadership or the General Counsel, as appropriate.
- Make sure that you understand who can make public statements on behalf of the AICD and in what circumstances.
- Obtain all necessary approvals before issuing AICD information publicly.
- If you see information on social media relating to the AICD that you believe may damage the reputation of the AICD, notify the AICD's Marketing and Communications team.

- When you use social media:
 - clearly state that any opinions that you express are your own and do not necessarily represent those of the AICD.
 - do not use the AICD's branding unless expressly authorised.
 - don't disclose the AICD's confidential information or post anything that is damaging to the reputation of the AICD or that is false or misleading, defamatory, discriminatory, harassing or bullying to others, or otherwise breaches the AICD's Social Media or Working with Dignity policies.

KEY AICD POLICIES:

- Media Policy
- Social Media Policy
- Working with Dignity Policy
- Compliance Policy

FOR GUIDANCE OR MORE INFORMATION:

Your manager, the AICD Media Manager, the Head of Government Relations and Media or the Marketing and Communications team.

For more information about Code of Conduct,
please contact the Company Secretary:

E: CompanySecretary@aicd.com.au



JOIN OUR SOCIAL COMMUNITY

aicd.com.au