



## **Handball Queensland Management Committee Code of Conduct**

### **1. Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to outline behaviours expected from elected members of Handball Queensland (Queensland Team Handball Association Inc,) Management Committee. The Code of Conduct sets out clear principles and guidelines for the ethical and professional conduct of the Management Committee in effectively carrying out individual and collective responsibilities.

### **2. Who does this Code of Conduct apply to?**

This Code of Conduct applies to Handball Queensland Management Committee whenever they are acting in their capacity as a Handball Queensland Management Committee member.

### **3. General Principles**

The Management Committee of Handball Queensland must:

- i. act honestly and in good faith in the interests of Handball Queensland as a whole
- ii. exercise the degree of care, skill and diligence that a reasonable person in a like position would exercise in the same circumstances
- iii. exercise powers granted to them honestly and for the purposes for which they were conferred and not for ulterior purposes
- iv. avoid any actual or potential conflict between the obligations owed to Handball Queensland and the personal interest or other duties of a Management Committee member
- v. keep confidential any private or sensitive information that is obtained through the Management Committee membership
- vi. disclose any real or perceived conflicts of interest and advantages or business opportunities made available during the term of appointment
- vii. take positive and proactive measures to prevent insolvent trading by Handball Queensland
- viii. be independent in judgment and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Management Committee
- ix. be well prepared for Management Committee meetings
- x. make reasonable enquiries at Management Committee meetings to ensure that Handball Queensland is operating efficiently, effectively and legally towards achieving published goals and strategic planning objectives
- xi. undertake diligent analysis of all proposals and matters placed before the Management Committee
- xii. acknowledge and embrace decisions of the Management Committee when communicating with third parties, irrespective of personal views

- xiii. treat colleagues, members, employees and/or volunteers of Handball Queensland with respect, courtesy, honesty and fairness, having proper regard to their interests, opinions, rights, safety and welfare
- xiv. show respect for the opinions of other Management Committee and allow each Management Committee member a fair and reasonable opportunity to contribute to discussion and decision making
- xv. not engage in conduct that would likely bring discredit to Handball Queensland, bring the Management Committee of Handball Queensland into disrepute, or constitute conduct unbecoming of a Management Committee member of Handball Queensland
- xvi. not abuse, harass, bully, intimidate, discriminate against, threaten or victimise other Management Committee members, colleagues, members, employees and/or volunteers of Handball Queensland
- xvii. comply with the content and themes of section 4 of this Code of Conduct regarding child safety
- xviii. promote and encourage diversity, equality and inclusiveness in access and decision making within all aspects of Handball in Queensland
- xix. comply with the spirit as well as the letter of the law and the principles in this Code of Conduct
- xx. undertake relevant Management Committee member professional development courses as recommended and agreed by the Management Committee.
- xxi. Respect the oversight of the Management Committee and operational delegation of the President, while understanding that the volunteer nature of Handball Queensland at present requires Management Committee members to participate in operational sub-committees relevant to their expertise to support the growth and development of the sport in Queensland.
- xxii. Sub-committees, as set up by the Management Committee, provide recommendations back to the Management Committee for approval and each Sub-committee operates within the scope of agreed delegations from the Management Committee to the relevant sub-committee. Where possible, these sub-committees will have Management Committee members as Chairs to help the facilitation of reporting back through to the Management Committee.
- xxiii. Decision making, other than those delegated to a sub-committee or the President, are made by the Management Committee, following recommendation and advice provided by the sub-committee.

#### 4. Child Safety

Handball Queensland is a child safe organisation and has zero tolerance for child abuse.

Handball Queensland adheres to applicable child safety standards and legislation. Management Committee must be aware of their responsibilities outlined in Handball Australia and State of Queensland child safety and safeguarding mandate and be clear about processes for reporting and acting on concerns or reports of child abuse.

Management Committee will respect, listen to and promote the rights of children and ensure behaviour and interactions with children are appropriate, respectful and adhere to the behavioural expectations outlined in Handball Australia and State of Queensland child safety and safeguarding mandate.

## 5. Communication with stakeholders

Handball Queensland is a volunteer run organisation and Management Committee are involved in assisting the President in some operational activities.

In dealings with stakeholders, Management Committee will comply with communication protocols as set by the Management Committee and/or the President, including copying the President and Vice President on communications with external stakeholders.

As well as compliant governance, this also helps corporate knowledge sharing for the organisation moving forward to sustain business continuity.

## 6. Breach of the Code of Conduct

A breach of this Code may be considered serious misconduct and require formal investigation and further action being taken.

In some situations, a breach of this code may result in detriment to Handball Queensland and the Management Committee member may be liable for their actions under civil and criminal laws.

If a Management Committee member suspects that a breach of the Code of Conduct has occurred or will occur, the Management Committee member must report that breach to the President/Chair of the Management Committee and/or the Vice President and the Secretary. All reports will be acted upon and kept confidential.

## 7. Review

This Code will be reviewed by the Management Committee every two years, or earlier if required.

## 8. Management Committee member Declaration

— I have read and understand the Handball Queensland Management Committee Code of Conduct

— I acknowledge that I must ensure that any personal interests or roles do not influence or interfere with the proper performance of my duties in the best interests of Handball Queensland

— I agree that I have an ongoing obligation to comply with the Handball Queensland Management Committee members' Code of Conduct

### Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signed: \_\_\_\_\_

Print name: