



'Enhancing the future of Bowls across the NW Coast'

BOARD OF MANAGEMENT - CODE OF CONDUCT

Bowls North West – Board of Management Code of Conduct

RESPONSIBLE OFFICERS: BNW CEO

AUTHORITY: BNW Board

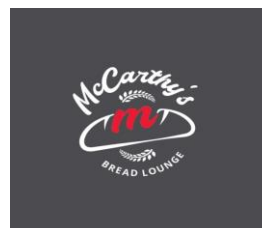
Date Reviewed: 16/8/22

NEXT REVIEW DATE: August 2025

Every Board member of Bowls North West Inc. (BNW) is expected to comply with the following Code of Conduct:

1. The member must possess or obtain a volunteer “Working with Vulnerable People” accreditation via the Tasmanian Government.
2. In their dealings with fellow Board members, BNW staff, BNW member Clubs and other stakeholders, the member must show respect and tolerance and must avoid behaviour that constitutes harassment or bullying or that could be perceived by others as harassment or bullying.
3. The member should always bear in mind the reserve and tact incumbent upon them by reason of their position and must exercise the utmost discretion in regard to all matters relating to BNW, both while they are Board members, as well as after their service with the Board has ended.
4. The member must not engage in any activity with other bowls organisations that has not been authorised by either the BNW President, CEO or Board.
5. The member should act honestly, in good faith and in the best interests of BNW as a whole.

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6. The member has a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
7. The member should use the powers of office for a proper purpose and in the best interests of BNW as a whole.
8. The member should not make improper use of information acquired as a Board member.
9. The member should not make improper advantage of the position of Board member.
10. The member should properly manage any conflict with the interests of BNW.
11. The member has an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board.
12. The member has an obligation, in support of the CEO in carrying out his/her duties, to respond to requests within a reasonable time (e.g. within 24 hours to emails).
13. Confidential information received by the member in the course of the exercise of Board of Management duties remains the property of BNW from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by BNW, or the person from whom the information is provided, or is required by law.
14. The member should not engage in conduct likely to bring discredit upon BNW.
15. The member has an obligation, at all times, to comply with the spirit, as well as the letter, of the law and with the principles of this Code.

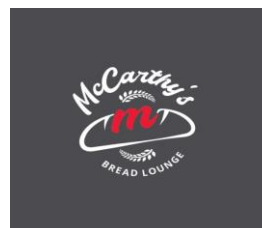
Penalties for breaching the Code of Conduct

The principles of natural justice will be observed when making decisions on breaches of the Code of Conduct and any penalties for such breaches.

Any penalties that are imposed will be appropriate to the seriousness of the breaches and will be determined by the BNW Board of Management.

Appeals Process

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An individual may appeal any penalties applied by the Board of Management. Appeals will be heard by a panel made up of persons appointed by Bowls Tasmania considered as suitable to undertake this process.

Appeals in writing must be lodged with BNW within seven (7) days of the penalty being applied.

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