



'Enhancing the future of Bowls across the NW Coast'

BNW Volunteers Code of Conduct

Bowls North West – Volunteers Code of Conduct Policy

RESPONSIBLE OFFICERS: BNW CEO
AUTHORITY: BNW Board

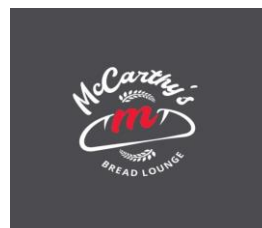
Date Reviewed: 16/8/22

NEXT REVIEW DATE: August 2025

Every volunteer of Bowls North West Inc. (BNW) (e.g. Match Committee member etc) is expected to comply with the following Code of Conduct:

1. A volunteer should act honestly, in good faith and in the best interests of BNW as a whole.
2. A volunteer has a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
3. A volunteer should use the powers of office for a proper purpose and in the best interests of BNW as a whole.
4. A volunteer should not make improper use of information acquired as a BNW volunteer.
5. A volunteer should not make improper advantage of the position of BNW volunteer.
6. A volunteer should properly manage any conflict with the interests of BNW.
7. A volunteer 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 BNW.
8. A volunteer has an obligation, in support of the CEO and the Board, in carrying out his/her duties, to respond to requests within a reasonable time (e.g. within 24 hours to emails).
9. Confidential information received by a volunteer in the course of the exercise of their duties remains the property of BNW from which it was obtained and it is improper to

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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.

10. A volunteer should not engage in conduct likely to bring discredit upon BNW and must act in support of decisions made by the BNW Board at all times.

11. A volunteer 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

An individual may appeal any penalties applied by the Board of Management. Appeals will be heard by a panel made up of two members of the Board of Management, plus a member or members chosen by the Board and deemed suitable to undertake this process. If the above process does not result in a satisfactory outcome an independent mediator may be brought in to hear the appeal.

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

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