

MCOC Policies and Procedures for the operation of the Management Committee.

MANAGEMENT COMMITTEE CODE OF CONDUCT

Purpose

The purpose of this code is to assist members of the Management Committee in carrying out their duties and responsibilities and to identify minimum standards of professional conduct.

Members of the Management Committee must present MCOC positively and professionally in both their roles as members and in their every day professional capacity.

Code of Conduct

Each member of the Management Committee:

- 1 Will act in the best interest of MCOC as a whole, honestly, and in good faith.
- 2 Has a duty to use due care and diligence in fulfilling the functions and exercising the powers of their office.
- 3 Will appropriately prepare for and attend meetings.
- 4 Must interact in a positive and constructive manner and have regard for the interests of stakeholders in MCOC.
- 5 Must be independent in their judgments and actions, and exercise their own mind in relation to all decisions taken by the Management Committee.
- 6 Must not disclose confidential information of MCOC to others.
- 7 Must not engage in conduct which discredits MCOC or harms its public image.

Guiding Principles

The following guidelines are intended to assist members in complying with the Code of Conduct:

Duties to MCOC and its Stakeholders

- Each member should endeavor to ensure that the functions and methods of operation of the Management Committee have been specified clearly, and are properly understood and are competently discharged, in the overall interests of the organisation.
- A member should endeavor to ensure that Chambers management is competent and is devoting its best endeavours to further the interests of the Chamber within the framework approved by the Management Committee.
- A member should seek to ensure that the organisation remains financially viable, and that the non-financial and financial objectives of the Chamber are given proper balance in decision making and other activities.

- Members must ensure that the Chamber complies with the legal framework applicable to its operations and must be conscious of the impact of their operations on broader society.
- Members should be prepared, if necessary, to express disagreement. In the absence of a need to express disagreement, members should implement and support decisions of the Management Committee.

Due Diligence

- A member should attend all Management Committee meetings, but where attendance is not possible, appropriate steps should be taken to obtain leave of absence.
- A member should acquire knowledge about the business and operation of the Chamber and be aware of the regulatory environment in which it operates.
- Members should obtain all relevant information needed to allow proper consideration of relevant issues.
- The Management Committee may obtain independent expert advice in order to discharge its duties properly.

Conflicts of Interest

- A member must not take improper advantage of their position on the Management Committee to gain, whether directly or indirectly, a personal advantage or an advantage for an associated person or group (whether the advantage be monetary or otherwise).
- Where obligations to other people or bodies preclude an independent position on an issue the member concerned should disclose the position and consider whether to be absent from participating in the consideration of the issue. Any potential/actual conflict of interest should be disclosed in each instance.
- A member must record (by way of Members' Register of Interests) any interest(s) the member has which potentially or actually conflicts with an interest of MCOC.
- Members must ensure that the Members' Register of Interests, as it pertains to that member, is at all times accurate and up to date.

POLICY

It is the policy of the Management Committee that any decisions and recommendations made by the Management Committee in the course of managing the affairs of the Local Chamber will:

- Abide by the Constitution.
- Employ accepted business practice.

- Be fair and equitable to members, non-members, employees and sub-contractors
- Be economically responsible
- Abide by policies and procedures of the Local Chamber
- Be consistent with any code of Ethics that each member of the Committee has signed and agreed to observe.