



## CODE OF CONDUCT POLICY

I will respect and uphold the values of GO bg Transit, GOTAC:

- **Inclusiveness** – we recognise that diversity is strength and will seek to involve all people, as active participants in the community.
- **Responsive** – we will strengthen the efforts of individuals and groups to meet community needs and make a difference.
- **Quality** – we will strive for excellence in the delivery of our services and activities.
- **Connected** – we will work with others through local and regional cross-sectoral links and partnerships to enhance community well-being.
- **Accessible** – we will provide fair and open access opportunities and support.
- **Forward looking** – we will recognise the need for continual review and improvement.
- **Impact focused** – we believe that success is measured by outcomes and will seek to deliver results that benefit both individuals and the community.

### GENERAL

- I will act within the governing documents of GOTAC, the law and abide by the policies and procedures of the organization. This includes having a knowledge of the contents of the GOTAC bylaws.
  - I will support the objects and mission of GOTAC, championing it, using any skills or knowledge I possess to further that mission and seeking expert advice where appropriate.
  - I will be an active member, making my skills, experience, and knowledge available to GOTAC and seeking to do what additional work I can outside of GOTAC meetings.
  - I will respect organizational, GO bg Transit Administration and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
  - I will develop and maintain a sound and up-to-date knowledge of GOTAC and its environment. This will include an understanding of how GOTAC operates, the social, political, and economic environment in which it operates and the nature and extent of its work.
  - I will use GOTAC's resources responsibly.
  - I will seek to be accountable for my actions as a member of GOTAC and will submit myself to whatever scrutiny is appropriate.
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- I accept my responsibility to ensure that GOTAC is well operated and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

## **MANAGING INTERESTS**

- I will not gain materially or financially from my involvement with GOTAC.
- I will act in the best interests of GOTAC, and not as a representative of any group – considering what is best for GOTAC and its present and future beneficiaries and avoiding bringing GOTAC into disrepute.
- Unless authorized, I will not put myself in a position where my personal interest's conflict with my duty to act in the interests of the organization. Where there is a conflict of interest, I will ensure that this is managed effectively in line with GOTAC policy.
- I understand that a failure to declare a conflict of interest may be a breach of this code.

## **MEETINGS**

- I will attend all appropriate meetings and other appointments at GOTAC. If I cannot regularly attend meetings, I will consider whether there are other ways I can engage with GOTAC to include appointing a proxy.
- I will prepare fully for all meetings and work for the organization. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion and debate in meetings, contributing in a considered and constructive way, listening carefully, challenging sensitively, and avoiding conflict.
- I will participate in collective decision making and will not act individually.

## **GOVERNANCE**

- I will actively contribute towards improving the governance of GOTAC participating in induction and training and sharing ideas for improvement with GO bg Transit Administration.
- I will help to identify good candidates for membership with GOTAC.

## **RELATIONS WITH OTHERS**

- I will endeavour to work considerately and respectfully with all those I meet at GOTAC. I will respect diversity, different roles and boundaries, and avoid giving offense.
  - I recognize that the roles of GOTAC Members, Volunteers, and staff of GOTAC are different, and I will seek to understand and respect the difference between these roles.
  - Where I also volunteer with the organization, I will maintain the separation of my role as a GOTAC member and as a volunteer.
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- I will seek to support and encourage all those I encounter at GOTAC. I recognize my responsibility to support the GO bg Transit System.
- I will not make public comments about the organization unless authorized to do so otherwise will forward any inquiry to Transit Administration. Any public comments I make about GOTAC will be considered and in line with organizational policy, whether I make them as an individual or as a member.

**LEAVING THE BOARD**

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the GOTAC.
- Should this happen, I will be given the opportunity to be heard. If I am asked to resign from the GOTAC I will accept the decision in this matter and resign at the earliest opportunity.
- If I wish to cease being a GOTAC member at any time, I will inform the GO bg Transit Administration in advance (giving as much notice as possible) in writing, stating my reasons for leaving.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

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