



CODE OF CONDUCT

As at 10 October 2022

It is the responsibility of the management committee and members to:

1. Act within the Clifton School of Arts Inc. (CSA) Constitution and the law – being aware of the contents of the Constitution and the law, as it applies to the CSA.
2. Act in the best interests of the CSA as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing CSA into disrepute.
3. Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest.
4. Not gain materially or financially from the CSA unless specifically authorised to do so.
5. Respect confidentiality – understanding what confidentiality means in practice for the CSA, its management committee and the individuals involved with it.
6. Have a sound and up-to-date knowledge of the CSA – understand how the CSA works and the environment within which it operates.
7. Attend meetings and other appointments or give apologies – considering other ways of engaging with the organisation if regularly unable to attend CSA meetings.
8. Prepare fully for meetings and all work for the CSA – reading papers, querying anything you don't understand and thinking through issues in good time before meetings.
9. Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively, and avoiding conflict.
10. Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
11. Work considerately and respectfully with all – respecting diversity, roles, and boundaries; avoiding giving offence; and not in any way discriminating, bullying, or harassing any person in connection with the administration of the CSA or its activities.
12. Honour the content and spirit of this code.