



# CODE OF CONDUCT

*The Property Council is committed to promoting integrity and maintaining the highest standard of ethical conduct in all our activities. As such, we ask each member of our Committees and Division Councils to comply with the following Code of Conduct. Breaches of the Code are taken seriously.*

*As a member of a Property Council Committee you must:*

## 01

### **ACT WITH HONESTY AND INTEGRITY**

- Always act in good faith and in the best interests of the Property Council.
- Promptly advise the Executive Director before you undertake any work for political parties or governments which is likely to conflict with your role as a Committee Member.
- Not make or accept offers of any payments, gifts or entertainment (beyond what is considered normal legitimate business practice) which may cast doubt on your ability to apply independent judgement as a Committee Member.
- Not make political donations on behalf of the Property Council.

## 02

### **VALUE AND MAINTAIN PROFESSIONALISM AND THE PROPERTY COUNCIL'S REPUTATION**

- Carry out your responsibilities with care and diligence within the charter of the Committee.
- Attend meetings fully briefed and prepared.
- Consult with your own organisation to ensure its views are represented.
- Participate actively in delivering the Committee's action plan.
- Promptly advise the Executive Director if you become the subject of an official investigation with the potential to affect the Property Council's reputation.
- Not behave in a way that could harm the public's perception of the Property Council.
- Not make statements to the media on behalf of the Property Council.

## 03

### **TREAT OTHERS WITH RESPECT AND VALUE THEIR CONTRIBUTION**

- Treat the people you deal with in your role as a Committee Member (Property Council staff, fellow Committee Members, sponsors, speakers) with respect, courtesy, honesty and fairness.

## 04

### **AVOID CONFLICTS OF INTEREST AND MANAGE THEM RESPONSIBLY**

- Avoid or promptly disclose to the Executive Director any situation where your personal interests could conflict (or be perceived to conflict) with the Property Council.
- Not use your role as a Committee Member to seek an undue advantage for yourself, family members or associates.

## 05

### **RESPECT AND MAINTAIN CONFIDENTIALITY AND PRIVACY**

- Ensure any information you gain as a Committee Member about the Property Council or its activities is used for proper purposes only and is kept confidential.
- Ensure that any personal information about Property Council staff, members or stakeholders (including political stakeholders) coming to your attention as a Committee Member is handled appropriately and in line with the Property Council's privacy obligations.