



JUNIOR CHAMBER
of C O M M E R C E
BRISBANE

**Brisbane Junior Chamber of Commerce Incorporated
Code of Conduct**

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A code of conduct for Queensland Junior Chamber of Commerce trading as the “Brisbane Junior Chamber of Commerce” and its committee, ambassadors and members (each and collectively referred to as **the BJCC**).

1. Purpose and values

- 1.1 The BJCC has adopted this code of conduct (**Code**) to:
- (a) promote high standards of integrity and honest, ethical and responsible conduct, including the ethical handling of actual or apparent conflicts of interest;
 - (b) promote behaviour in accordance with the values and best interests of the BJCC;
 - (c) promote full, fair, accurate, timely and understandable disclosure in reports and documents that the BJCC files with, or submits to the government, securities regulators and in other public communications made by the BJCC;
 - (d) promote fair dealing practices;
 - (e) deter wrongdoing; and
 - (f) ensure accountability for adherence to the Code.
- 1.2 The BJCC's policy is to promote high standards of integrity by conducting its affairs honestly, ethically and responsibly. The purpose of the Code is to guide the BJCC on how to carry out their duties in an honest and ethical manner.
- 1.3 Each member of the BJCC must act with integrity and observe the highest ethical standards of business conduct in their dealings with the BJCC's members, customers, suppliers, partners, service providers, competitors and anyone else with whom they have contact in the course of performing their role with the BJCC or attending a BJCC event. The principles outlined in the Code provide a baseline for honest and ethical decision-making, and where the specific circumstances are not addressed by this code, these principles should be deferred to in decision making and subsequent actions. The BJCC will ensure that each member of the BJCC is provided with a copy of the Code [and acknowledges receipt and acceptance].
- 1.4 All members of the BJCC are required to be familiar with the Code, comply with its provisions and report any suspected violations as described in **8**.

2. We will declare conflicts of interest

- 2.1 A conflict of interest occurs when an individual's private interest (or the interest of a member of their family) interferes, or appears to interfere, with the interests of the BJCC as a whole. A conflict of interest can arise when the BJCC (or a member of their family):
- (a) takes actions or has interests that may make it difficult for that person to perform their work for the BJCC objectively and effectively;
 - (b) receives improper personal benefits as a result of their position in the BJCC; or
 - (c) has an interest in an agreement or transaction involving the BJCC.
- 2.2 Conflicts of interest will be avoided unless specifically authorised and, in all cases, where permitted by law.
- 2.3 Any member who has questions about a potential conflict of interest or who becomes aware of an actual or potential conflict, must discuss the matter with, and seek a lawful determination and prior authorisation or approval from the President and/or Secretary.

3. We strive for compliance

- 3.1 The BJCC and its members will comply, both in letter and spirit, with all applicable laws, rules and regulations in the jurisdictions in which the BJCC operates.
- 3.2 Although not all members are expected to know the details of all applicable laws, rules and regulations, it is important to know enough to determine when to seek advice from the BJCC committee. Questions about compliance will be addressed to the President of the BJCC.

4. We will protect and ensure the proper use of the BJCC's resources

- 4.1 All members of the BJCC will protect the BJCC's assets and ensure their efficient use. Theft, carelessness and waste have a direct impact on the BJCC and are prohibited.
- 4.2 All BJCC assets will be used only for legitimate purposes. Any suspected incident of fraud or theft must be reported for investigation immediately and in accordance with [8](#).
- 4.3 The obligation to protect the BJCC's assets includes the BJCC's proprietary information. Proprietary information includes intellectual property such as confidential information, trade marks and copyright, as well as business and marketing plans, databases, records and any non-public financial data or reports. Unauthorised use or distribution of this information is prohibited and could also be illegal and result in civil or criminal penalties. The obligation to protect the BJCC's assets and proprietary information includes any assets or information (including confidential information) being held by the BJCC belonging to the BJCC's customers, members and business partners.
- 4.4 All transactions undertaken on behalf of the BJCC using its assets or proprietary information must be authorised in accordance with the BJCC's policies and must be documented accurately. The President and Treasurer are responsible for record-keeping and accounting and must ensure that the BJCC's books and records are accurate, timely and fair in their description of the assets and transactions of the BJCC.

5. We will uphold privacy and maintain confidentiality

- 5.1 Members of the BJCC will maintain the confidentiality of information entrusted to them by the BJCC and by its customers, suppliers or partners, except when disclosure is expressly authorised or legally required. Confidential information includes all non-public information (regardless of its source) that might be of use to the BJCC's competitors or harmful to the BJCC or its customers, suppliers or partners if disclosed. The obligation to maintain the confidentiality of information remains even after membership expires or a member ceases to be a committee member of the BJCC.
- 5.2 The BJCC will collect, use, hold and disclose personal information (as defined in the *Privacy Act 1988* (Cth)) in accordance with the law and the BJCC's privacy policy is available [here](#).

6. We will deal fairly with customers and suppliers

- 6.1 Each member of the BJCC must deal fairly with the BJCC's customers, suppliers, competitors, partners and anyone else with whom they have contact in the course of performing their duties with the BJCC. No member of the BJCC may take unfair advantage of anyone through bribery or other corrupt practices, manipulation, concealment, abuse or privileged information, breaching privacy or confidentiality requirements, deception, misrepresentation of facts or any other unfair dealing practice.

7. We will uphold a safe environment

- 7.1 The BJCC is committed to providing an environment free of harassment, violence, bullying and discrimination. When attending events of the BJCC, members are expected to foster a respectful and inclusive environment.

- 7.2 The BJCC will not tolerate:
- (a) discrimination based on age, race, colour, national or ethnic origin, religion, disability, parental status, gender, sex, sexual orientation or any other ground of discrimination;
 - (b) any act of harassment or bullying; or
 - (c) any violent or intoxicated behaviour.

8. We take reporting and enforcement seriously

8.1 Reporting and investigation of violations

- (a) Actions prohibited by this Code must be reported to the BJCC President and/or Secretary in the first instance, alternatively another committee member if appropriate, in any of the following ways:
 - in person
 - via email to president@bjcc.com.au; secretary@bjcc.com.au; treasurer@bjcc.com.au; memberships@bjcc.com.au; events@bjcc.com.au; or hello@bjcc.com.au
 - via website contact form at bjcc.com.au/contact-us/.
- (b) After receiving a report of an alleged prohibited action, the committee must consider the most appropriate policy and process that may apply to the alleged prohibited action and promptly take all appropriate actions necessary.
- (c) All members of the BJCC are expected to cooperate in any investigation of an alleged prohibited action.

8.2 Enforcement

- (a) The BJCC must ensure prompt and consistent action against violations of this Code.
- (b) If, after investigating a report of an alleged prohibited action, the BJCC committee determines that a violation of this Code has occurred, the committee will take such preventative or disciplinary action as they deem appropriate, including, but not limited to, termination of membership or other disciplinary action including dismissal and, in the event of criminal conduct or other serious violations of the law, notification to appropriate governmental authorities.

8.3 Prohibition on retaliation

The BJCC does not tolerate acts of retaliation or victimisation, including dismissal, discipline, discrimination, harassment, suspension or threats, of or against any member of the BJCC who makes a good faith report of known or suspected violations of this Code.

9. Amendment

The BJCC committee may, from time to time, change, modify or delete provisions of this Code without notice. The BJCC committee will ensure that the updated Code is made available on the BJCC's website or in its annual report.

10. Code administration

The President of the BJCC is responsible for the administration of this Code. If members have any questions about the Code generally or any questions about reporting a suspected conflict of interest or other violation of the Code, they may contact the President of the BJCC at president@bjcc.com.au