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## **Application of this code**

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This Code of Conduct outlines the expectations of all participants within programs offered by the Australian Institute of Company Directors (AICD) regarding their conduct whilst enrolled as a course participant.

All course participants are expected to have read and abide by this code of conduct.

This code applies to:

- All AICD course participants, whether they intend to complete the available assessment tasks and apply for membership or not.
- All activities within AICD courses, regardless of how those activities are delivered to participants.

In circumstances not covered by this Code, the principles of the Code will be applied.

# Member Code of Conduct

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Course participants are to act in accordance with the AICD Member Code of Conduct. Key components of that Code include:

A member should, in respect of any corporate entity of which the Member is a director, comply with the following standards of conduct:

1. The member should act honestly, in good faith and in the best interests of the company as a whole.
2. The member has a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
3. The member should use the powers of office for a proper purpose, in the best interests of the company as a whole.
4. The member should recognise that the primary responsibility is to the company as a whole but may, where appropriate, have regard for the interest of other stakeholders of the company.
5. The member should not make improper use of information acquired as a director.
6. The member should not take improper advantage of the position of director.
7. The member should properly manage any conflict with the interests of the company.
8. The member has an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the board of directors.
9. Confidential information received by the member in the course of the exercise of directorial duties remains the property of the company from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by that company, or the person from whom the information is provided, or is required by law.
10. The member should not engage in conduct likely to bring discredit upon the company.
11. The member has an obligation, at all times, to comply with the spirit, as well as the letter, of the law and with the principles of this Code.

## **Participant obligations**

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Participants have an obligation to have read and understood all course rules, regulations and policies affecting them.

Participants must ensure that their contact details held by AICD are up to date, and to advise AICD of any changes. Participants will regularly check emails sent by AICD to the email address as per their contact details.

## **Personal conduct**

All participants must:

- Treat all representatives (employees, contractors, consultants etc) of AICD and other participants with respect, dignity, courtesy and sensitivity
- Maintain a cooperative and collaborative approach at all times
- Act with honesty and integrity
- Respect the privacy of all AICD representatives and other participants
- Not act in a way that unnecessarily or unreasonably impedes other participants
- Not become involved in or encourage discrimination against or harassment or bullying of AICD representatives or other participants

## Chatham House Rule

To ensure frank discussion and confidentiality of individuals during programs, participants are required to adhere to the Chatham House Rule.

*'When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed'.<sup>1</sup>*

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<sup>1</sup> Chatham House website: [chathamhouse.org.uk/about/chathamhouserule/](https://www.chathamhouse.org.uk/about/chathamhouserule/)

## **Penalties for breach of this code**

Where a participant is suspected to have breached this code of conduct, AICD will investigate the matter.

If the suspected breach is found to be proven, then AICD reserves the right to apply appropriate penalties, including: warnings of breaches, removal of participants from the enrolled course (at the participant's cost), with holding of certificates and awards and exclusion from membership.

## Specific areas of application of code

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The following provides guidelines in relation to specific areas of application of this code, these guidelines are not to be considered an exhaustive list.

### Academic honesty and integrity

Candidates are expected to:

1. Conduct themselves honestly and in compliance with AICD's rules, regulations and policy.
2. Not engage in academic misconduct, including: plagiarism, the falsification of materials, or cheating.
3. Actively participate in the learning process, taking into consideration the needs and expectations of your fellow participants.
4. Be aware of assessment deadlines, and implications of not meeting those deadlines.
5. Behave ethically, avoiding actions or behaviours that would unfairly impact either themselves or another participant.
6. Ensure the proper use of copyright material, including AICD material.
7. Ensure course activities are conducted safely and do not place others at risk of harm.
8. Be familiar with resources available to assist in their professional development, including resources to help avoid plagiarism.
9. Be familiar with the misconduct procedures and the potential penalties should a participant be found guilty of misconduct.

Honesty is a core value of AICD. AICD is opposed to and will not tolerate academic dishonesty, including plagiarism. It is the responsibility of all participants to:

1. Ensure that they do not commit or collude with another person to commit academic dishonesty.
2. Comply with this code.

3. All participants are required to provide a statement that all work they submit for assessment is their own work.

## Resources

Resources include course material, workshops, online environments, and other items that participants are granted access to via their enrolment as a participant in an AICD course.

Participants are expected to:

1. Use and care for all AICD resources, in a lawful and ethical manner, mindful of the need for resources to be shared between participants.
2. Ensure their actions or inactions do not harm, or bring into disrepute, AICD's reputation or good standing.
3. Not participate in any AICD course activity, while under the influence of alcohol or any prohibited drugs.
4. Not use, possess or supply any prohibited drug, substance or weapon at an AICD event.
5. Not misuse facilities in a manner which is unlawful or which could be detrimental to the rights and properties of others.
6. Not use AICD's name, reputation or logo for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.
7. Not use AICD course material and resources for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.

## Online

Participants should NOT:

1. Post messages containing defamatory or other inappropriate material.
2. Collude on assessable individual work, including exams and assignments.
3. Upload files or post messages that contain material protected by copyright, intellectual property or privacy laws.

4. Share login details with another person, or ask other participants or AICD representatives to provide their login details.
5. Reveal personal information about another person without prior written permission.
6. Discriminate against or harass other participants.
7. Conduct themselves in a manner which may have a detrimental impact on others.