

# Board Code of Conduct Declaration

Volunteer Fire Brigades Victoria (VFBV) has adopted a VFBV Board Code of Conduct Policy to reinforce and demonstrate the Boards commitment to leading by example and ensuring that the culture within VFBV always displays diligent compliance with all applicable laws and meticulous regard for the highest standards of conduct and personal integrity.

By signing this declaration, each VFBV Board member formally commits to diligently adhere to the VFBV Board Code of Conduct Policy and pledges to behave at all times with:

- **Integrity**
  - being honest, open and transparent;
  - performing our role responsibly and objectively;
  - reporting improper conduct;
  - avoiding any real or apparent conflicts of interest; and
  - striving to earn and sustain public trust of a high level.
- **Impartiality**
  - making objective, fair decisions;
  - providing advice without bias or self-interest;
  - being well informed and making decisions based on consideration of all available relevant facts
  - Responsiveness and Respect
  - providing honest constructive, impartial and timely advice;
  - demonstrating respect for others, treating them fairly and objectively;
  - ensuring freedom from discrimination, harassment and bullying; and
  - using our views and influence to improve outcomes
- **Inclusiveness and Equity**
  - valuing individual differences;
  - treating everyone in a fair, respectful, inclusive and supportive manner;
  - making decisions and providing advice consistent with human rights principles; and
  - actively ensuring a culture that treats everyone with dignity and values their contribution.

- **Good faith**
  - performing our role for the good of our members and their ability to best serve Victorian communities
- **Accountability**
  - diligently abiding by all legislation applicable to VFBV, all VFBV policies and VFBV Rules; and
  - accepting responsibility for our decisions and actions
- **Confidentiality**
  - respecting the confidentiality and sensitivity of information known due to service on VFBV Board including financial, personnel, strategy, and other matters concerning VFBV that may be included in board materials, discussion or deliberations decisions from time to time.
- **Professional Excellence**
  - maintaining professional courtesy, respect and objectivity in all VFBV activities;
  - regularly attending VFBV Board meetings, being well informed and prepared;
  - cooperating with and respecting the opinions of others and leaving personal prejudices out of all VFBV Board discussions;
  - supporting actions and decisions of the VFBV Board even when these differ from my individual view;
  - refraining from any behaviour that could be considered by others to be bullying, sexually harassing, discriminatory, intimidating, humiliating or threatening;
  - refraining from unruly, unsuitable or inconsiderate behaviour;
  - putting the interests of VFBV above personal interests; and
  - representing VFBV in a positive and supportive manner at all times and in all places;
- **Collaboration**
  - promoting cooperation and partnership amongst VFBV members and with other people and organisations that we work with
- **Leadership**
  - actively implementing, promoting and supporting these values

VFBV Board member individual declaration:

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1. Have read and understand the VFBV Board Code of Conduct Policy and this declaration
2. Recognise the important responsibility I am undertaking in serving as a member of the VFBV Board and hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a VFBV Board member and will at all times abide by the VFBV Board Code of Conduct Policy and all other VFBV policies.
3. Have read and understand the minimum standards of behaviour summarised in this declaration.
4. Understand and accept that failure to abide by the VFBV Board Code of Conduct Policy will not be tolerated and may result in my removal as a VFBV Board member.
5. Understand and accept that any breaches of the VFBV Board Code of Conduct Policy are to be reported to VFBV Board President (or Vice-President in the case of a complaint against the President) who, in addition to any external jurisdictional requirements/processes, shall in his/her determination bring the breach to the attention of the full VFBV Board. The VFBV Board will then determine the appropriate course of action which may include, by vote of three quarters of VFBV Board members (in accordance with VFBV Rule 'Removal of Board Members'), a decision to terminate an individual's appointment to the VFBV Board.
6. Willingly make this declaration.

Signature \_\_\_\_\_ Date \_\_\_\_\_