



CODE OF CONDUCT

According to the Constitution of the Quality Council for Trades and Occupations (QCTO), members of the QCTO and its committees are bound by a code of conduct. The members of the QCTO, the executive committee and any other committee of the QCTO must:

- (a) stand in a fiduciary relationship to the QCTO;
- (b) perform their functions in good faith;
- (c) avoid any material conflict between their own interests and those of the QCTO, and in particular:
 - (i) not derive any personal economic benefit to which they are not entitled because that benefit is obtained in conflict with the interests of the QCTO;
 - (ii) notify the QCTO, at the earliest opportunity practicable in the circumstances, of the nature and extent of any direct or indirect material interest which they may have in any dealing of the QCTO;
 - (iii) not participate in any decision making process which could affect his or her personal interests if he or she contemplates a possible conflict of interest; and
 - (iv) recuse himself or herself from the deliberations and the council must make a decision which furthers the interest of the council or committee and the recusal must be recorded;
- (d) protect and promote the reputation and goodwill of the QCTO;
- (e) exercise their powers for the benefit and in the interests of the QCTO;
- (f) not abuse the resources of the QCTO;
- (g) not disclose to any unauthorised person any privileged or confidential information of the QCTO;
- (h) exercise reasonable care and diligence in exercising their powers and carrying out their duties;
- (i) be diligent, attend meetings regularly and devote sufficient time to keep themselves familiar with the nature of the council's business and environment in which it operates, and

- (j) not be found guilty of serious misconduct in the form of a criminal offence without the option of a fine, gross negligence of duties, mismanagement of QCTO or related funds.

I, _____,

ID no _____ solemnly declare that I am fully aware of the Code of Conduct above and are aware of the serious consequences that may follow any breach or contravention of the said Code of Conduct.

Signature: _____

Place: _____

Date: _____