



# Member Code of Conduct

Association for Learning Environments Australasia Limited

ACN: 108 413 074

## 1 Introduction

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This Code of Conduct (**Code**) provides a framework for Members of the Association for Learning Environments Australasia Limited (**LEA**) to achieve minimum standards of ethical behaviour and professionalism in their dealings and relationships with one another, the Board and external stakeholders.

This Code is underpinned by LEA values, purposes and objectives. LEA will be guided by this Code as to what is acceptable and unacceptable behaviour.

## 2 Purpose

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This Code outlines the general behaviour expected of Members. It does not attempt to provide Members a detailed or exhaustive list of how to manage all communications and relationships with one another, the Board and external stakeholders.

## 3 Scope

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- (a) This Code applies to all Members and representatives of incorporated Members of LEA (collectively referred to as “**Members**”) when engaging with each other, the Board, members of the LEA community and external stakeholders of LEA, including:
  - (i) Council and committee members;
  - (ii) LEA staff members;
  - (iii) sponsors of LEA; and
  - (iv) members of the governing body of the Association for Learning Environments (EIN: 38-1774261) based in Scottsdale, Arizona.
- (b) For the avoidance of doubt, this Code applies to all forms of behaviour and communication arising out of or in connection with the operations or activities of LEA, including:
  - (i) at meetings and events;
  - (ii) in person;
  - (iii) by email, telephone or text message;
  - (iv) using any form of electronic or online platform; and
  - (v) on social media.

## 4 Conduct of Members

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All Members are expected to:

- (a) conduct themselves in a kind, respectful and courteous manner, including not engaging in bullying, harassment, sexual harassment, victimisation or threatening behaviour of any kind;
- (b) act with integrity;
- (c) act in accordance with the charitable purpose of LEA;

- (d) approach differences of opinion with respect and courtesy through rational discussion and appropriate forums;
- (e) treat others fairly, without discrimination in relation to personal attributes, including (without limitation) their age, gender identity, disability, political belief or activity, race, religious belief or activity, sex or sexual orientation;
- (f) refrain from acting in a manner which undermines the reputation and image of LEA;
- (g) refrain from making defamatory, malicious or vexatious statements or communications (including by social media) against one another or to any external stakeholder;
- (h) act with discretion and maintain confidentiality when communicating with one another, including by respecting privacy and confidentiality in sensitive matters; and
- (i) refrain from behaviours and conduct which would violate laws or regulations or cause danger to public health and safety.

## **5 Breach of this Code**

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- (a) Any actual or suspected breach of the expectations in clause 4 must be reported to the Chair (or the Chair Elect if the breach involves the Chair).
- (b) Members who breach the expectations in clause 4 may be subject to disciplinary action under clause 4.9 of the Constitution.

## **6 Review**

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This Code will be reviewed by the Board at least once every two years (or as necessary) to ensure the Code is up to date and consistent with LEA's operations and legislative requirements.

## **7 Contact**

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If any Member requires more information or is unsure of LEA's expectations of their behaviour and conduct, they should contact the Chair of the Board.

## **8 Authorisation**

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- (a) This Code was first authorised by the Board on 8 March 2024.
- (b) This Code will be reviewed by the Board on or before 30 June 2027.

<b>Version</b>	<b>Revisions</b>	<b>Date</b>	<b>Editor</b>	<b>Approved</b>
1	Creation	8 March 2024	Moores	Board