

VOLUNTEER INDUCTION PROGRAMME

PROTECTION OF ASSOCIATION
ASSETS, RESOURCES AND
CONFIDENTIAL INFORMATION

2026/2027

POLICIES & PROCEEDURES - PROTECTION OF ASSOCIATION ASSETS, RESOURCES AND CONFIDENTIAL INFORMATION

Committee Members, Employees, Volunteers and Consultants:

- are responsible for taking all prudent steps to ensure the protection of Association assets and resources (which include intangible assets such as intellectual property, know-how, and confidential information). Care must be taken to minimise the possibility of theft of Association assets and resources.
- must ensure that Association assets and resources are used only for the purposes of the Association and in accordance with appropriate policies and procedures of the Association.
- must maintain confidentiality at all times.

Use of Position for Personal Benefit

Committee Members, Employees, Volunteers and Consultants will not:

- use their position for personal benefit independent from the business of the Association or to benefit any other business or person.
- take advantage of any property or information belonging to the Association, or opportunities arising from those, for personal benefit independent from the business of the Association for the benefit of any other business or person.

For further information, please consult the Conflict of Interest Policy.

Breach of this Code

All breaches of this code must be reported to the Chairperson immediately.

Any breach of applicable laws or of this Code may result in disciplinary action. Such disciplinary action may include (depending on the severity of the breach) reprimand, formal warning or termination of employment or service.

Interpretation of this Code

Any questions relating to the interpretation or enforcement of this Code should be forwarded to the Committee.