

IMPORTANT INFORMATION FOR CLUB MEMBERS

This club is by law required to keep a register containing information that relates to the management and financial administration of the club including:

1. A list of disclosures, declarations and returns made by the governing body and employees of the club.
2. The salary bands of the club's top executives.
3. Details of the overseas travel made by the governing body and employees of the club.
4. Details of loans given by the club to employees.
5. Details of certain contracts executed by the club.
6. Salary details of club employees who are close relatives of a member of the club's governing body or a top executive.
7. Details of the payments made by the club for consultant services.
8. Details of legal settlements made by the club with a member of the governing body or an employee of the club.

9. Details of legal fees paid by the club for a member of the governing body or an employee of the club.
10. The club's annual gaming machine profit.
11. The amount applied by the club to community development and support.

AND

The club must prepare quarterly financial statements for the governing body that incorporate:

1. The club's profit and loss accounts and trading accounts for the quarter, and
2. A balance sheet as at the end of the quarter.

Members may view the register or the financial statements or receive a copy of the financial statements by written request to the club.



Members Code of Conduct

The Hunters Hill Club

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Code of Conduct

The Hunters Hill Club Pty Limited

1. Introduction

- 1.1 This Code of Conduct (**Code**) is a general statement of the standards that The Hunters Hill Club (Club) expects from its members.
- 1.2 The Code sets broad guidelines and does not cover every situation that might arise.
- 1.3 The Code complements the Policy documents of the Club.
- 1.4 Compliance with all Club policies and procedures is expected whether or not they are specifically mentioned in the Code.
- 1.5 All members at the Club are expected to apply these standards in their everyday conduct.
- 1.6 If you do not understand anything in the Code, you should ask a Director or the Secretary/Manager for an explanation.
- 1.7 As a condition of membership with the Club, you are required to familiarise yourself with and understand the Code and related policies and procedures.

2. Objective

The Code sets down the principles for conducting yourself and dealing with others as a member of the Club. The overarching purpose of the Code is to ensure that members of the Club:

- (a) act with integrity;
- (b) exercise proper courtesy, consideration and fairness when dealing with other members, employees, and/or any person that may be in the Club for whatever reason; and
- (c) observe the law and the spirit of the law.

3. Scope

This policy applies to all members of the Club and their guests.

Part A Fundamentals of The Hunters Hill Club Code Of Conduct

4. Respect for the law and legitimate obligations

- 4.1 You must obey the law and any reasonable obligations which are relevant to your actions and conduct as a member of the Club. This includes laws that apply to the whole community, and also laws and government policies that apply more directly to Club activities and functions.
- 4.2 Club policies and procedures are based in large part on these requirements. As a member, the Club expects you to:
 - (a) abide by laws that apply to the whole community, such as laws against theft and discrimination;
 - (b) learn and comply with Club policies and procedures; and
 - (c) report any failure to comply with any relevant law or obligation that you know about as soon as practicable so that it can be corrected (there are procedures that assist you to do this).

5. Respect for others

- 5.1 Respect for others is considered essential and integral to The Hunters Hill Club way of doing business. Members must treat other members, guests and employees of the Club with care, sensitivity and fairness.
- 5.2 You must treat other members with respect and consideration to ensure an environment that is free from harassment.

Part B Specific requirements of The Hunters Hill Club code of conduct

6. Professional and ethical behaviour

- 6.1 You must:
- (a) obey the law;
 - (b) treat all persons fairly and with respect;
 - (c) present yourself in keeping with all applicable dress standards of the Club; and
 - (d) refrain from any form of conduct that may undermine the reputation of Club or its members.
- 6.2 You are asked to bring to the attention of appropriate Club employees or management issues that relate to health and safety aspects of Club premises.

7. Compliance with relevant law and policies and procedures

- 7.1 You must comply with any Club policies and procedures and, where appropriate, the policies and procedures of other organisations that the Club acts in concert with to deliver activities and functions.

8. Fraud

- 8.1 Fraud is normally characterised by some form of deliberate deception to facilitate or conceal the misappropriation of assets. Corruption involves a breach of trust in the performance of official duties.
- 8.2 The Club has a zero tolerance stance on fraud, corruption and maladministration.
- 8.3 In the event that you become aware that fraud, corruption or maladministration has occurred at the Club, or you suspect that any such event has occurred, you must report the matter as soon as practicable.
- 8.4 The Club is committed to the development and maintenance of internal controls for prevention and detection of fiscal misconduct and for ensuring that all reports of fiscal misconduct are dealt with promptly and fairly.

9. Conflicts of interest

- 9.1 A conflict of interest exists when a person's private interest interferes in any way with the interests of the Club. A conflict situation can arise if you take action or have interests that may make it difficult to perform functions objectively and effectively. Conflicts of interest may also arise if you, or members of your family, receives improper benefits or gifts as a result of your position with the Club.
- 9.2 In the event that you perform duties on behalf of the Club in a formal capacity (for example as an elected official of the Club), you must seek to avoid any perceived, potential or actual conflict between your personal interests and the impartial and proper fulfilment of any duties. If you require assistance to determine whether a conflict of interest exists, you should seek guidance from Club.

10. Harassment and discrimination

- 10.1 You have the right to conduct yourself within any premises of the Club without being harassed or bullied. At the same time, you need to maintain acceptable standards of behaviour on Club premises or at any event (including at third party functions).
- 10.2 The Hu Club does not tolerate sexual or other forms of harassment that is likely to humiliate, offend or intimidate another person.
- 10.3 You must not harass or discriminate against other members or members of the public on the grounds of sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment, political or religious conviction, or sexual preference.
- 10.4 The Club does not tolerate bullying, which is any repeated behaviour directed towards another person or a group of people, that could reasonably cause them to feel victimised, intimidated, humiliated, undermined or threatened.

11. Roles and responsibilities

The Secretary/Manager is responsible for implementing this Code.

12. Consequences of non-compliance

- 12.1 Compliance with this Code and Club Policies and Procedures is required as part of your membership of the Club. You are responsible for reading and understanding these documents.
- 12.2 The Club may take disciplinary action for any non-compliance with the Code and associated policies, up to and including termination of membership, civil action or referral to law enforcement agencies.

13. *The Hunters Hill Club* contact

If you have any questions regarding the above, please do not hesitate to contact the Secretary/Manager.

By Order of the Board.

February 2