

# Fingerboards Community Reference Group

## CODE of CONDUCT

The Code of Conduct sets guidance for how we work together effectively and respectfully as a group.

As a member of the Fingerboards Community Reference Group (FCRG), I agree to:

- Attend meetings and provide apologies in advance where attendance is not possible;
- Act in an advisory capacity to the Project by providing insight, advice and feedback to help improve the project and community outcomes. I acknowledge that my role with the FCRG is not one of making decisions on behalf of the Project;
- Distribute authorised project information so that people in my community are aware of the project, opportunities to get involved and how to contact the project team directly;
- Seek at all times to present unbiased views of the community and/or community groups I am involved with, and not individual views at odds with these;
- Be open and available to people in my community and/or community group who are seeking information or who wish to raise issues or feedback on the Project;
- Participate in meetings in a positive way when confronted with issues or concerns;
- Respect the ideas and beliefs of all members to ensure an atmosphere where all members feel comfortable to participate;
- Notify the Chair of any potential conflict of interest that may currently exist or arise in relation to the project during my involvement in the FCRG;
- Allow Kalbar to promote my participation in the FCRG;
- Not communicate confidential information that is discussed at FCRG meetings as advised by the Chairperson, such as issues of a sensitive commercial or conceptual nature;
- Not comment in the media on behalf of the FCRG or the Fingerboards Project, without prior consultation with the Chair and Project team;
- Adhere to the Terms of Reference.

I understand that where a member disregards the Code of Conduct, the Independent Chair may ask them to step down.

**Name:**

**Signature:**

**Date:**