

Member Advisory Group – Code of Conduct Agreement

This agreement stipulates the standards and expectations for the conduct of the Member Advisory Group (MAG). Members are required to sign and adhere to the Code of Conduct.

MAG Members are required to read, sign and return this agreement prior to joining MAG and attending meetings. Members are required to read, sign and return any future amended versions of the Code of Conduct following endorsement by MAG within two weeks.

As a MAG Member I agree to uphold the standards and expectations detailed below:

1. I will conduct myself and behave in ways that demonstrate respect for fellow MAG Members and general members of the organisation.
2. I will, in my dealings with employees of the organisation, conduct myself and behave in ways that demonstrate respect for their roles and positions.
3. I commit to keeping my role as a MAG Member distinct from my status as a customer of the organisation and will seek and accept support and advice in maintaining this distinction when needed.
4. I will attend scheduled meetings as required whenever possible and will ensure that I am prepared for meetings by familiarising myself with the agenda items and the documentation provided to me. I understand meetings will be minuted and if I say any comments that I don't wish to be minuted, I will advise the Chairperson at the time.
5. I will always act honestly, in good faith and in the best interests of the MAG and the organisation as a whole. I understand that the MAG is not an avenue to raise my personal complaints and concerns and I will bring any personal matters to the attention of the appropriate Enhanced Lifestyles staff member outside of the MAG.
6. The MAG is a safe space. I will not harass, bully, intimidate or influence any MAG Member in any way especially on matters tabled for a vote. I will speak to the Chairperson about any member who demonstrates such behaviour.
7. I will not make improper use of information acquired during my role on the MAG. I will ensure that information deemed confidential will be kept in confidence and will not disclose or discuss confidential information with any person who is not authorised to have knowledge of that information.
8. I will ensure that documentation provided to me during my role on the MAG is kept securely.

9. I will not allow my personal interests or the interest of any associated person to influence my decision making.
10. I will not use the MAG to gain additional favour, support or benefit for myself as a customer of the organisation.
11. I will declare any conflict of interest and not participate in discussion or vote if determined by the MAG Chairperson [or his/her representative] and will respect the Chairperson’s decision.
12. I shall not act or behave in ways that are likely to bring discredit to the MAG and the organisation.
13. I will act in a manner that promotes the reputation and professional operations of the MAG and the organisation.

Definitions

MAG:	Member Advisory Group
Member or Members:	Member of the Member Advisory Group
Organisation:	Enhanced Lifestyles Incorporated

In signing this Code of Conduct I understand that I am agreeing to the conduct conditions outlined above and will ensure that I maintain my conduct accordingly as a Member of the MAG. I acknowledge if I do not abide by the Code of Conduct that I may forfeit my position on the MAG.

Name: _____

Signature: _____

Date: _____