



SA-002-02

Code of Conduct

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1. Purpose

OTHR believe in responsible social and ethical behaviour from all its Members. The Code of Conduct clarifies the standards of behaviour that OTHR expects of all Members. OTHR Members contribute to the success of OTHR.

OTHR acknowledges that that Members must not be deprived of their basic human rights, however OTHR Members have an obligation to OTHR and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine Member and Client trust.

2. Scope

The OTHR Code of Conduct applies to all Members and provides the framework of principles for conducting business, dealing with other Members, Clients and Suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence.

3. Requirements

This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism.
- Be responsible and scrupulous in the proper use of OTHR information, funds, equipment and facilities.
- Be considerate and respectful of the environment and others.
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other Members, clients and suppliers.
- Avoid apparent conflict of interests, promptly disclosing to the OTHR Management Committee any interest which may constitute a conflict of interest.
- Promote the interests of OTHR.
- Perform duties with skill, honesty, care and diligence.
- Abide by policies, procedures and lawful directions that relate to your Membership with OTHR and/or our Stakeholders.
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts.
- Under no circumstances may Members offer or accept money.
- Any Member, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.



4. Application

OTHR expects co-operation from all Members in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards. Any Member in breach of this policy may be subject to disciplinary action, including termination as a Member.

Should a Member have doubts about any aspect of the Code of Conduct, they must seek clarification from a Member of the Management Committee.

This policy will be regularly reviewed by the OTHR Management Committee and any necessary changes will be implemented by the Committee.