

## APCO Member Charter

### 1 Purpose

The purpose of this Member Charter is to document the standard of conduct and ethics required by members of the Australian Packaging Covenant Organisation Ltd. (“APCO”).

APCO is subject to the ACNC Act, the Tax Act, the Corporations Act 2001 (Cth) and its Constitution. If there is any conflict between this Charter and the Constitution, the Constitution prevails.

### 2 Prelude

An ethical approach to not-for-profit governance:

- sets out the fundamental principles that guide the actions of not-for-profit organisations, and the boards and committees that govern them, the members, and the employees and volunteers who work for them.
- sets out the standards that those who deal with these organisations can expect of them, and their employees and volunteers. and,
- requires these organisations to build these aspirations into their day-to-day operations, including monitoring and reporting standards, recognition and rewards for compliance, and penalties and sanctions for breaches.

Membership of APCO carries with it a degree of public endorsement. This carries with it the responsibility to maintain high ethical standards expected of Australian not-for-profit governance. This Charter provides a framework for understanding what such a responsibility involves.

APCO’s Member Charter sets out the ethical principles the organisation endorses and the standards that are expected of its members.

### 3 Members Ethics & Conduct

Every member of APCO is expected to comply with a the Member Charter. A member should at any given time, comply with the following standards of ethics and conduct:

#### 3.1 Integrity & Commitment

- (a) Ethics  
Each Member, in all business conducted under the aegis of APCO; shall promote the interests of the organisation.
- (b) Conduct  
Each Member of APCO shall at all times:
  - (i) properly manage any conflict with the interests of the organisation;
  - (ii) act honestly and in good faith;
  - (iii) not take improper advantage of its membership; and,

### 3.2 Compliance

#### (a) Ethics

Each Member will observe the provisions of the Constitution, policies, the rules of the organisation and any relevant laws.

#### (b) Conduct

Each Member of APCO shall at all times:

- (i) observe the provisions of the organisation's constitution, its charters, its by-laws, its standing orders and its policies;
- (ii) comply will all relevant legislation; and,
- (iii) comply with the spirit, as well as the letter, of the law and with the principles of this Charter.

### 3.3 Community

#### (a) Ethics

Each Member shall treat other Members and the staff, office-bearers, and clients of the organisation with respect.

#### (b) Conduct

Each Member of APCO shall at all times:

- (i) oppose prejudice, address disadvantage, and promote diversity in all aspects of the organisation;
- (ii) treat other Members and the staff, officer-bearers, clients and the community with courtesy and respect; and,
- (iii) act fairly and reasonably.

### 3.4 Reputation & Mission

#### (a) Ethics

Each Member shall not act as to bring the organisation or its mission into disrepute.

#### (b) Conduct

Each Member of APCO shall at all times:

- (i) not engage in conduct likely to bring discredit upon the organisation;
- (ii) not offer bribes, gifts or favours to any person to procure advantage for themselves or any other person;
- (iii) not hold itself out to represent the opinions or views of the organisation, the board and/or the directors; and,
- (iv) maintain the integrity, confidentiality and privacy of the organisation's records and information to which it has access in the course of its membership.