



# Code of Conduct Agreement

## Members

As a condition of engagement, all members of the Community Liaison Group must agree to adhere to the following code of conduct.

### Accepted behaviour

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As a member of the **BERRIMA CEMENT WORKS** Community Liaison Group, I understand I am expected to:

- attend group meetings, at dates and times set by the group's chairperson
- advise the chairperson in advance if I am unable to attend meetings
- respectfully engage with other members of the group
- contribute to an atmosphere of open and constructive participation
- openly communicate relevant concerns, interests and ideas and make reasons for any disagreement clear in a constructive and thoughtful manner
- put forward views but also remain committed to open and shared dialogue
- actively work with the members of the group to try and resolve any disputes that may arise during the group's activities
- ensure confidential matters handled by the group are kept confidential and refrain from discussing these matters with other parties outside meetings
- not interrupt when another member is speaking
- not speak publicly on behalf of the group
- not misrepresent the views of other members of the group outside meetings
- immediately advise the chairperson during meetings of any potential or actual conflict of interest relating to matters under discussion
- abide by the directions of the chairperson.

I understand that if I miss three consecutive meetings I may be replaced on the group.

### Signed declaration

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As a member of the group, I agree to abide by this code of conduct.

Name

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Phone number

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Address

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Stakeholder group (if relevant)

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Signature and date

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