CODE OF CONDUCT
FOR COMMITTEE MEMBERS, JUDGES AND ASSESSORS

It is the responsibility of the Management Committee, Group Committees, Judges and Assessors to:

- **Act within the governing documents and the law** – being aware of the contents of the SoA's
governing documents and the law as it applies to the SoA.
- **Act in the best interest of the SoA or its associated trusts as a whole** – considering what is best for the organisation and its beneficiaries and avoiding bringing the SoA or the trusts into disrepute.
- **Manage conflicts of interest effectively** – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- **Respect confidentiality** – understanding what confidentiality means in practice for the SoA, its Management Committee and other Committees, its Judges and Assessors, and the individuals involved with the SoA.
- **Have a sound and up-to-date knowledge of the SoA and its environment or, as appropriate, the associated prizes, awards and trusts** - understanding how the SoA works and the environment within which it operates.
- **Attend meetings and other appointments or give apologies** – considering other ways of engaging with the organisation if regularly unable to attend meetings.
- **Prepare fully for meetings and all work for the SoA** – reading papers, querying anything you don't
understand and thinking through issues in good time before meetings.
- **Actively engage in discussion, debate and voting in meetings** – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- **Act jointly and accept a majority decision** – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- **Respect the Chair of the meeting** - the Chair shall decide on all conduct of business and points of order, competence and relevance. This includes discretion to rule on all questions of procedure where no express provision is made elsewhere. The Chair may direct a member to discontinue speaking, seek an apology, order a short adjournment, ask the member to leave the meeting or adjourn the meeting. The Chair's ruling will be final.
- **Work considerately and respectfully with all** – respecting diversity, different roles and boundaries, and avoiding giving offence. In particular, Committee Members, Judges and Assessors are expected to honour the content and spirit of this Code and the Industry Statement on Professional Values.

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