

# CODE OF CONDUCT

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## 1. Purpose

This Code of Conduct sets the behavioural and participation standards required of all Cairns Airport CACG members. Its purpose is to ensure respectful, constructive and transparent engagement, and to support the effective functioning and integrity of the Cairns Airport CACG.

## 2. Member Obligations

All members agree to:

- Act with integrity, respect and professionalism, including towards other members, Cairns Airport personnel and meeting guests.
- Engage constructively, contribute to discussions, and participate in a manner that supports effective and balanced consultation.
- Prepare for meetings and participate actively, including when attending virtually.
- Respect confidentiality, including draft documents, internal comments and non-public information.
- Disclose actual, potential or perceived conflicts of interest, and comply with directions for managing them.
- Avoid misinformation and ensure statements are accurate, evidence-based and within personal knowledge.
- Act solely as a community representative, not for personal, political or commercial gain.
- Comply with meeting procedures and follow the reasonable directions of the Chair.
- Behave respectfully in all communications, including email and digital platforms, and refrain from disparaging, aggressive or disruptive conduct.

## 3. Breaches of this Code

Failure to comply with this Code may result in:

- a warning,
- suspension, or
- removal from membership of the Cairns Airport CACG, in accordance with the Terms of Reference.

Cairns Airport may take immediate action in cases of serious misconduct.

## 4. Relationship to Terms of Reference

This Code of Conduct operates alongside the Cairns Airport CACG Terms of Reference. Compliance with both documents is a condition of membership.