

Code of conduct

Member Lounge and Learning Centre

This Code of Conduct sets out the rules which apply to all current members of the Australian Institute of Company Directors (“AICD”) and their invited guests when attending any of the AICD’s Member Lounge and Learning Centre throughout Australia (“Premises”).

General Rules

1. All current Members of the AICD are entitled to use Premises and its facilities as a benefit of their membership of the AICD.
2. Members may invite and sign-in one guest and that Member is personally responsible for their guest’s compliance with this Code of Conduct.
3. Members and guests must behave professionally and treat others with courtesy at all times.
4. Upon arrival at the Premises, all Members and guests must present to reception and complete the AICD’s attendance register which we use for management and security purposes. We may ask Members or their guests to provide alternative identification for verification purposes.

Members’ use of the Premises

Dress code

5. To ensure an enjoyable experience for all, we ask that Members and Guests follow our business attire or smart casual dress guidelines at all times.

Our team will decline entry if some items of clothing are too casual or inappropriate. Such items include, but are not limited to:

- a. Unsuitable footwear (including thongs, slippers and UGG boots)
- b. Gym wear
- c. T-shirts and shorts

- d. Clothing featuring offensive images or slogans
- e. Revealing, unclean or torn clothing

Conducting business

6. Members using the Premises must not:
 - a. Use the Premises as a regular substitute for their place of business;
 - b. Use or instruct the AICD’s staff to collect and receive mail, phone calls or messages;
 - c. Direct any mail to the Premises for collection or otherwise;
 - d. Publish the logo, name, address, and telephone or fax numbers of the Premises on any business correspondence without the AICD’s permission;
 - e. In any way create the impression, or hold out, that the Premises are their own place of business or office;
 - f. Disseminate any promotional material at the Premises without the prior written consent of the AICD;

No photos or filming

7. No photography or filming is permitted in any part of the Premises without the prior written consent of AICD.

No smoking

8. Smoking is not permitted at the Premises including terraces and fire escapes.

Holding meetings

When holding meetings at the Premises, Members:

9. May conduct informal networking with other Members and hold meetings of up to four people in the common area of the Premises provided that they respect those around them and keep noise to a minimum.
10. Must hire meeting rooms when holding meetings of more than four people. Meeting rooms may be pre-booked in hourly, half or full day blocks only. Meeting rooms are subject to availability at time of request – please see reception for assistance.
11. Should only occupy one table at any one time.
12. May not reserve tables and chairs by leaving papers and other items unattended for more than 15 minutes – the AICD's staff may, at their discretion, remove these unattended items.

Compliance

13. The AICD is committed to providing a safe working environment and is compliant with all state and federal workplace health and safety laws and regulations. Members must comply with the AICD's Work Health and Safety Statement. To the extent permitted by law, Members are liable for the health and safety of their guest and must ensure that their guest also complies with the AICD's Work Health and Safety Statement.
14. Members and/or their guest may be excluded or refused entry from the Premises if they fail to comply with this Code of Conduct, behave inappropriately

or disruptively, offend or abuse any person at the Premises or are intoxicated, engaged in any illegal activity or deemed to be endangering the safety and security of the Premises or any person at the Premises.

15. Members are liable to the AICD for, and will repay in full the cost of, any damage to the Premises (including its furniture, fixtures, fittings or other contents) caused by that Member or their guest.
16. The AICD accepts no liability for:
 - a. The death or personal injury of any Member or guest, except to the extent permitted by law; or
 - b. Any lost or damaged personal property or effects, unless caused by the AICD's negligence.

Persons under 16 years of age

17. Persons under the age of 16 are not permitted on the Premises without prior permission from the AICD.

Guests of Members

18. Members are required to notify the Premises reception of the name of their guest.
19. A Member's guest may only use the Premises when accompanied by their host Member.
20. Members should not leave their guest unaccompanied for longer than 15 minutes.
21. All guests must comply with this Code of Conduct when attending the Premises.