

- establishing and publishing an ethical framework;
-) applying high standard of conduct, including:
 - to perform tasks diligently;
 - to ensure proper training; and
 - in risk and compliance practice;
-) managing conflicts of interest; and
-) to abide by the spirit and letter of the law.

Code of Conduct

FSC's Code of Conduct requires FSC Members to:

-) apply all the above tenets of the Code of Ethics;
-) compete fairly and appropriately;
-) provide clear, concise and effective disclosure;
-) manage conflicts;
-) ensure confidentiality and appropriate use of information;
-) to make reasonable efforts to develop talent – in addition to complying with applicable law; and
-) promote and support ethical decision-making behaviour through sound corporate governance.

Further details on the *Code of Ethics* and *Code of Conduct* are contained in FSC Standard No. 1 which is available on FSC's website at www.fsc.org.au under the "FSC Standards" tab in the "Resources" pull-down menu.

FSC Standards – Member compliance

Between July and September every year, the Boards of Full Member companies are required to adopt a resolution:

-) that they are satisfied they have complied with the FSC Standards for the previous year;
-) that states where they have not complied and confirm the exemptions that have been granted by FSC in this regard; and
-) that confirms the Standards are not applicable to their business.

FSC's Guidance Notes

Compliance with FSC's Guidance Notes is voluntary but strongly encouraged. The Guidance Notes are designed to assist in operational efficiency and set out what is considered best practice. FSC's Guidance Notes are available on FSC's website - www.fsc.org.au - under the "FSC Guidance Notes" tab in the "Resources" pull-down menu on the home page.

Governance of FSC's Standards and Guidance Notes

FSC's Standards and Guidance Notes are overseen by the FSC Senior Policy Manager responsible to the relevant FSC

Board Committee covering the subject matter of the Standard or Guidance Note (with the assistance of FSC's General Counsel).

Collectively, FSC's Standards and Guidance Notes are overseen by the Standards, Oversight and Disciplinary Committee (the **SODC**, which is a committee of the FSC Board) and the FSC Board.

The SODC comprises three members of the FSC Board and is responsible for the oversight of FSC Standard No.1 *Code of Ethics and Code of Conduct* and reviewing FSC Member compliance with FSC Standards.

The SODC role also includes:

-) considering proposals for the development of new Standards or Guidance Notes and revisions to existing Standards or Guidance Notes; generally after these have been developed by, or under the direction of, the relevant FSC Board Committee. (The relevant Board Committees are Superannuation, Investment, Life Insurance and Advice.);
-) making final recommendations to the FSC Board for the approval of draft Standards or Guidance Notes, and revisions to existing Standards or Guidance Notes;
-) overseeing the annual FSC Standards compliance process (under which FSC Full Members are required to attest as to their compliance with FSC Standards); and
-) considering any:
 - requests for any exemption from requirement(s) under the FSC Standard(s);
 - disclosure by an FSC Members of any non-compliance with the Standards;
 - complaints brought to FSC's attention against FSC Members, or any non-compliance with FSC Standards; and
 - any appropriate response which may include disciplinary action in the case of breaches of FSC Standards.

The Standards Committee considers all such Member related issues on an anonymous basis.

Contact the FSC

For more information about FSC's Standards and Guidance Notes please call +61 2 9299 3022 or email standards@fsc.org.au.

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