

# Prima Nota Inc. – Professional Boundaries Policy

Adopted: 08.12.2025

Applies to: All committee members, facilitators, contractors, volunteers, and participants representing or collaborating with Prima Nota Inc.

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## 1. Purpose

This policy defines the behavioural standards that protect the integrity, trust, and professionalism of Prima Nota Inc. It ensures that personal relationships and private matters never compromise the organisation's governance, reputation, or workplace culture.

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## 2. Guiding Principles

- **Respect:** Communicate courteously and treat others with dignity at all times.
- **Integrity:** Keep personal matters separate from organisational responsibilities.
- **Accountability:** Acknowledge and correct actions that may create confusion or reputational risk.
- **Confidentiality:** Never share or reference another person's private information, relationships, or circumstances without their explicit consent.
- **Transparency:** Openly declare any circumstance that might constitute or appear to constitute a conflict of interest.

- Professional Boundaries: Avoid comments, actions, or behaviours that blur personal and professional roles. This includes using another person's name, title, or position in explanations or representations unrelated to official organisational matters.
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### **3. Expectations for Committee Members and Representatives**

- Uphold the duties of care, loyalty, and good faith under the Associations Incorporation Act 1985 (SA).
  - Act in the best interests of Prima Nota Inc. and avoid conflicts of interest or the appearance of impropriety.
  - Maintain impartiality when making decisions or statements that could affect other members or the organisation.
  - Model professionalism and discretion in all internal and external communications.
  - Address boundary issues promptly, privately, and respectfully.
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### **4. Raising and Resolving Concerns**

- Any member may raise a concern about a potential boundary breach with the Chairperson or Secretary.
  - The Chairperson (or delegate) may arrange an informal discussion or mediation to restore clarity and trust.
  - Repeated or serious breaches may be referred to the committee for review under the Code of Conduct.
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## **5. Review and Accountability**

This policy will be reviewed annually—or sooner if required—to remain consistent with Prima Nota’s values, the Associations Incorporation Act 1985 (SA), and relevant community standards.