

Bylaws of the NZ Association of Metal Recyclers Incorporated

Part 1 - Code of Conduct for Members

The NZ Association of Metal Recyclers Incorporated (AMR) is an organisation committed to raising the standard of professionalism within the metals recycling industry, both locally and internationally. It represents its members at a government level, while also communicating with other industry sectors and the general public.

It aims to raise awareness in any matter which affects the industry and to ensure members have an adequate understanding of their legal obligations while providing the means for members to grow and improve their technical and general knowledge. In order to maintain an ethical and professional industry, AMR requires members to adopt the following Code of Conduct to govern their operations:

Operational Commitment

1. To carry out all transactions with our customers and suppliers in a fair, honest and ethical manner, ensuring accuracy, safety and integrity at all times.
2. To honour any contracts that have been freely entered into, with particular adherence to the quantity and quality commitments made
3. To listen and negotiate in good faith when complaints arise
4. To ensure compliance as applicable to their operations, with all relative legislative requirements including local, national and international laws.
5. To implement practical methods to protect the environment, with a focus on continued improvement towards environmental care, protection and compliance
6. To conform to Occupational Health and Safety regulations and to promote and provide a safe environment for our staff, customers and the public.
7. To cooperate with law enforcement and other relevant authorities regarding the prevention and recovery of stolen materials.
8. To work with their communities to support the economic development of their region and to operate as good corporate citizens within that community.
9. To represent AMR in a professional manner at all times, displaying the official AMR logo, reflecting the values of the Association and demonstrating the commitment to work to raise standards within our industry.
10. To adhere to the Expectations of Member behaviour, Part 3

Failure to uphold these commitments, and conduct which endangers or is likely to endanger the name, reputation or standing of the Association or of its members, may result in a member facing the Association's disciplinary process.

Part 2 – Code of Conduct for Board Members

Message from the President

In the interests of preserving the Association's integrity and in recognition of the fact that the Board structure includes members of competing entities, this code of conduct is intended to aid our Board in running a fair, transparent and professional quorum.

This code of conduct is durable and reflects the expected level of conduct of Board members in all undertakings, both on behalf of the Association and during interactions with each other.

The Board's Values

In all our operations and relationships we value:

- High standards
- Supporting membership
- Respect
- Leadership through behaviour and action

Conduct

Personal behaviour - I will:

- act ethically and with integrity;
- act according to the legislative requirements, policies and ethical codes that apply;
- make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- treat colleagues and members of the public with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare; and
- not harass, bully or discriminate against colleagues or members of the public.

Communication and official information – I will:

- not disclose official information or documents acquired through my work, other than as required by law or where proper authorisation is given;
- not misuse official information for personal or commercial gain for myself or another; and
- respect the confidentiality and privacy of all information as it pertains to individuals.

Fraudulent and corrupt behaviour – I will:

- not engage in fraud or corruption;
- report any fraudulent or corrupt behaviour; and
- report any breaches of the code of conduct.

Use of Association resources – I will:

- be accountable for official expenditure and use resources diligently and efficiently.

Conflicts of interest – I will:

- ensure personal or financial interests do not conflict with my ability to perform my official duties in an impartial manner; and
- where conflicts of interest do arise, ensure they are managed in the interest of AMR.

I commit:

- to taking responsibility for contributing in a constructive and positive way to enhance good governance and the reputation of the Board and the Association.

Part 3 - Expectations of Member Behaviour

Member to Member

It is expected that members will trade and conduct business with fellow members in a professional and transparent manner which acknowledges the relationship between parties as members of AMR.

This will include:

- Prompt reporting of any issues that arise.
- Responding in a timely manner.
- Acting in 'Good Faith' for all dealings
- Provision of support that does not conflict with commercial undertakings.
- Not collecting, transporting, or emptying material from another member's commercial skip, bin, or clearly labelled container of any type.
- Not accepting material from another member's commercial skip, bin, or clearly labelled container of any type if it is brought to your premises by a supplier.
- Not making direct approaches to another member's employee regarding employment ('Poaching')
- Honouring all agreements, both written and verbal (including 'handshake' deals).
- Returning materials that have been stolen from another member if they have been received/purchased by your company (provided it has been verified).
- Not actively promoting your business to potential suppliers while on site at another member's facility.

Member to Supplier

It is expected that members will trade and conduct business with their suppliers, regardless of type, in a professional and courteous manner. This should include:

- Responding in a timely manner to queries, complaints, or other matters raised by a supplier.
- Acting in 'Good Faith' during all dealings
- Providing clear and agreed terms to the trade prior to its undertaking.
- Providing a receipt for any transactions
- Honouring all agreements, both written and verbal (including 'handshake' deals).

Member to Community

It is expected that members will conduct their businesses in a manner that does not disadvantage their communities. This should include:

- Keeping yard frontages clean and clear of scrap materials
- Engaging with neighbouring business when required
- Supporting recycling opportunities for schools and community organisations

Member to Authority Agency

It is expected that members will engage and interact with representatives of any government authority (e.g., the New Zealand Police) in a professional and respectful manner. This should include:

- Responding to requests for information in a timely manner.
- Endeavouring to 'work with' relevant authorities wherever possible.
- Offering transparency as is appropriate to the matter at hand.