



ANZCCJ Code of Conduct

The **Australian & New Zealand Chamber of Commerce in Japan** (“ANZCCJ”) is committed to providing a high-quality environment for ANZCCJ members (“**Members**”) to network and conduct business. This Code of Conduct (“**Code**”) sets out the minimum standards of acceptable behaviour of Members. Members are expected to ensure that they treat fellow Members and guest participants with respect and fairness, at all times, and keep in mind the following guidelines for appropriate conduct.

CODE OF CONDUCT

1. The ANZCCJ welcomes the exchange of business cards with other Members and guest participants. However, ANZCCJ discourages the distribution of or requests for Member’s business cards for unsolicited or aggressive marketing. Members and guest participants should therefore strive to forge individual connections with Members and guest participants before introducing business deals, sales pitches or investment opportunities.
2. Members and guest participants should act with professionalism in dealings with one another at ANZCCJ events and in all communications. They should not spam through email or share contact details with third parties without the person’s consent.
3. Members and guest participants should act ethically, professionally and with respect and courtesy toward others. They should not engage in Inappropriate Behaviour (as defined below).
4. ANZCCJ encourages the responsible consumption of alcohol and intoxicated participants at our events will be requested to leave the event.
5. By participating in our events, or through becoming a member of the Chamber, Members and guest participants accept and support ANZCCJ’s mission and objectives as set out in the ANZCCJ Constitution.
6. Members shall not refer to their membership of the ANZCCJ in a way that could convey the impression of an endorsement by the ANZCCJ.

This Code should be interpreted in spirit as well as to the letter. Instances of any behaviour that could be interpreted as inconsistent with the Code may result in suspension or withdrawal of membership of the ANZCCJ.

Where used in this Code, “**Inappropriate Behaviour**” consists of, but is not limited to, inciting or condoning harassment, aggression, intimidation, foul language or comment or discrimination based on another participant’s race, colour, religion, ethnicity, ancestry, medical conditions, age, body size, sexual orientation, gender identity or mental abilities.

Last updated: April 2019