



Code of Conduct Policy

The purpose of this Code of Conduct policy is to set out the standards of behaviour expected of Committee Members, employees and volunteers.

The Code of Conduct Policy will be reviewed on a regular basis prior to the AGM.

Committee Member

Committee Members must:

- Attend Committee meetings where possible or forward their apology prior to the meeting
- Actively engage in discussion, debate and vote in meetings; contribute in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict
- Use your best efforts to work with other Committee Members in a manner that is in the best interests of the club
- Always look for opportunities for improved performance of the club operations and Committee functions
- Undertake succession planning for the Committee and other key club personnel
- Adhere to the policies and procedures established by the club
- Adhere to the legislative requirements of the club
- Be honest
- Attend to the fiduciary responsibilities and make decisions based on what is best for the club, and not for individual interest or gain
- Declare any Conflicts of Interest as they arise, and act to ensure that these conflicts do not pose a risk to the Club
- Respect the equipment and resources of the club and only use these in club related business
- Be open to feedback from club members and respond appropriately
- Not receive gifts that result in personal financial benefit
- Treat anyone associated with the club with respect, including members, volunteers, partners, external stakeholders, and other Committee Members
- Always represent the club in a professional manner
- Only speak to the media on behalf of the club if you have been delegated to be an official spokesperson.
- Be courteous and respectful in dealing with the media
- Use social media appropriately and respectfully being mindful of your position as a Committee Member. Ensure your comments do not reflect adversely on the reputation of the club

By agreeing to be part of the Committee, each Member must always adhere to this Code



Employees and Volunteers

Employees and Volunteers shall:

- Publicly and privately support the Club and each other, acknowledging the strengths and weaknesses of others and acting with courtesy and respect.
- Act honestly and in good faith at all times in the interests of the Club and objects, ensuring that all stakeholders and patrons, particularly those who are recipients of services, are treated fairly according to their rights.
- Perform their duties as best they can, taking into account their skills, experience, qualifications and position. They shall act in a safe, responsible and effective manner.
- Be punctual and reliable in their attendance and adhere to their prescribed and authorised hours of duty.
- Comply with the prescribed terms and conditions of their employment/engagement.
- Record their attendance for duty in the manner prescribed.
- Notify the Club of any inability to attend duty as early as possible so as not to inconvenience others or delay the work of the Club.
- Carry out their duties in a lawful manner and ensure the Club carries out its business in accordance with the law, and recognise both legal and moral duties of their role.
- Respect and safeguard the property of the Club, the public and colleagues; and observe safe work practices so as not to endanger themselves or others.
- Maintain confidentiality regarding any information gained through their work and not divulge personal information or the address or phone numbers of employees, volunteers or service users.
- Work within the Club's policies and principles.
- Discuss issues where appropriate with other staff and committee members to determine whether or not a contemplated action is ethical.