

CODE OF CONDUCT

For the Samford & Districts Progress & Protection Association (Samford Progress)

Version	1.0	Date approved by Management Committee	14 October 2024
Responsible person	Leah Hudson (President)	Scheduled review date	14 October 2027

1. INTRODUCTION

- 1.1 Samford Progress (the association) has a strong history and profile within the local community; its work involves a range of people including members, staff, volunteers, contractors, suppliers, clients and visitors. It is important that people understand the standard of behaviour expected of them when participating as part of, or for, or contributing to, the work of the association. Documenting these expectations in a Code of Conduct helps advance the vision and objectives of Samford Progress by facilitating positive and productive interactions, reducing risks, and preserving the association's good reputation.
- 1.2 This Code of Conduct (the Code) is a policy of Samford Progress. It complements other policies, procedures, agreements and management documents of the association, particularly those which contain specific conduct-related requirements.
- 1.3 The purpose of this Code is to outline Samford Progress's position and minimum requirements for the general conduct of people involved with the association.

2. POLICY POSITION

- 2.1 Samford Progress values a high standard of integrity and professionalism and expects its members, staff, volunteers and other relevant external parties to conduct themselves in a lawful, honest, respectful, ethical, safe and socially responsible manner when participating in association activities.
- 2.2 All activities and events organised through Samford Progress are smoke-free zones.
- 2.3 Samford Progress has zero-tolerance of violent or threatening behaviour.
- 2.4 Breaches of conduct-related requirements of the association are considered a serious matter and may be the subject of action by the Management Committee, depending on the severity and intent of the breach.

3. DEFINITIONS

- 3.1 **Assets** means things that may represent some tangible value, including physical and non-physical assets. Physical assets include but are not limited to buildings, plant & equipment, building services, vehicles, office business equipment, and supplies, portable equipment (such as tools, electronic equipment, phones, computers, etc). Non-physical assets include but are not limited to information and data, financial assets, intellectual property (IP), branding and corporate knowledge.
- 3.2 **Association assets** means assets owned by, or under the control or responsibility of Samford Progress.

- 3.3 **Conflict of interest** means a conflict between someone's responsibilities (to, for, or within the association) and their own personal interests. Conflicts of interest may be actual, potential or perceived; and are usually pecuniary (e.g. involving a direct or in-direct financial gain) or non-pecuniary (e.g. involving self-interest, personal or family relationships or other affiliations resulting in benefits). A conflict of interest *may* influence someone's judgement or decision-making, and therefore their ability to properly undertake their responsibilities with impartiality and without bias.
- 3.6 **External parties** are typically non-members interacting with Samford Progress who are:
- volunteers assisting Samford Progress,
 - engaged through a contract, agreement or other arrangement with Samford Progress,
 - invited as guests or visitors of Samford Progress, or
 - clients or customers of Samford Progress.
- Examples include consultants and subject matter experts; stall operators and food vendors at events; visiting interest groups; and invited guests or presenters.
- 3.7 **Risk** means considering the likelihood and consequence of an adverse event occurring, such as injury, damage, loss, or cost. Common risk areas include legal, compliance, health & safety, security, environmental, reputational and financial risks.

4. APPLICATION

- 4.1 This Code of Conduct applies to all members, staff and volunteers of Samford Progress.
- 4.2 In situations where external parties are involved, their primary point of contact within Samford Progress (e.g. a sub-committee Chair, event co-ordinator, SCHUB Manager etc) is responsible for ensuring the relevant parties are aware of the need for appropriate conduct. To assist in this process, **Appendix 1** provides a sample *Code of Conduct for Visitors* that could be used (or adapted) to inform external parties of the association's expectations.

5. CODE OF CONDUCT REQUIREMENTS

- 5.0 All members, staff and volunteers of Samford Progress are expected to meet the following requirements in their role and responsibilities in the association's activities.
- 5.1 **Compliance and obligations**
- comply with Commonwealth, State and Local Government laws, legislation and statutory requirements.
 - comply with the association's Constitution rules, by-laws, policies, procedures and Management Committee resolutions.
 - comply with any lawful and reasonable direction given by someone in the association who has authority to give the direction.
 - avoid situations where a person's responsibilities or obligations may be legally or morally compromised.
- 5.2 **Disclosure**
- behave honestly and with integrity.
 - disclose any potential conflict of interest (real or apparent) that exists or could arise.
 - take reasonable steps to avoid any potential conflict of interest (e.g. be excluded from discussions or decision-making processes; abstain from voting)
 - declare any personal gains or benefits received linked to association activities.

- if unsure, seek advice rather than risk breaching this policy.

5.3 **Respect and inclusion**

- treat others fairly with respect and courtesy, and without harassment.
- respect the right of others to express differing views and opinions.
- understand that people have different backgrounds, levels of knowledge, skills, passions, capabilities and abilities.
- adopt a collegiate approach with others in discussions and activities.
- don't discriminate on the basis of gender, race, religious or political opinion, disability, pregnancy, age, marital status, sexual orientation or other protected characteristics set out in legislation.

5.4 **Professionalism**

- act as a positive ambassador for the association.
- display and maintain a high standard of personal behaviour.
- act with maturity, care and diligence.
- respect the need for the association's rules, policies and procedures.
- attend meetings and contribute to the discussions and projects of the association.
- be familiar with the vision and objectives of the association.
- don't do anything that might bring the association into disrepute or harm.
- don't participate while under the influence of illegal drugs or alcohol.
- avoid using offensive language or behaviour.

5.5 **Confidentiality and using information**

- maintain appropriate confidentiality about association information that is not intended as general knowledge or publication.
- maintain appropriate confidentiality about people within, or involved with, the association.
- consider potential risks when generating, using or sharing association-related information.
- report occurrences of or misuse of association information or emergence of misinformation about the association.
- do not improperly use internal information to seek to gain a benefit, or to cause detriment to the association or any other person.

5.6 **Internet, email, social media**

- adhere to association rules, policies and procedures relating to use of communications, including electronic and print media.
- when writing or providing comment be sure to always identify personal views or content clearly
- seek approval for releasing association information that is not already in the public domain.
- seek consent before using the details of others, such as names, photographs, business logos etc.
- do not speak on behalf of the association unless authorised to do so.
- do not use social media for complaints or grievances against the association or its members.

5.7 **Health and safety**

- understand that everyone has a basic duty of care for the health and safety of themselves and others.
- be vigilant to identify hazards or hazardous situations that present a potential risk.
- assess risks and consider how they could be managed, avoided, reduced or eliminated.
- immediately report any safety concerns and take any necessary precautions.
- do not place yourself or anyone else in an unsafe or unhealthy position.
- be aware that harm can occur to both physical and mental health.

5.8 Use of association assets

- take reasonable care of the association's assets and use them in a proper manner and for a proper purpose.
- get the appropriate approval and instructions before using the assets, including any specific operating procedures, particularly safety procedures.
- report any losses, or damage to, or damage from, the assets.
- do not use the assets for personal use or gain.
- be aware of any special insurance requirements or limitations associated with an asset.
- report any misuse or mistreatment of assets.

5.9 Conflict resolution

- avoid unnecessary conflicts by trying to resolve issues or diffuse situations through calm and mature discussion.
- consider using an agreed 'independent' third party within the association to mediate discussions to resolve the conflict.
- if a conflict situation needs to be escalated, raise a complaint or grievance following the association's policies and procedures.
- avoid publicising the conflict outside the association (e.g. social media) or through the improper use of media (e.g. email, letters, web postings etc).

5.10 Reporting non-compliance

- report actual or suspected breaches of this code, verbally or in writing.
- report any witnessed (or supported by evidence) misconduct or improper behaviour.
- register a serious code breach or non-compliance as a 'reportable incident'.
- maintain a level of confidentiality until an alleged breach is properly investigated and managed through the association's processes.
- when and where appropriate, explain to the responsible parties how their behaviour or actions has not met the association's expectations.

6. KEY RELATED DOCUMENTS

- Constitution of the Samford and Districts Progress and Protection Association Inc.
- Incident Reporting Policy
- Media and Communications Policy
- Financial Management Policy
- Grievance Policy
- Complaints Management Policy

7. APPENDICES

Appendix 1 – Sample 'Code of Conduct for Visitors'

Code of Conduct for Visitors

Welcome, and thank you for supporting Samford Progress.

Our policy:

Samford Progress values a high standard of integrity and professionalism and requires its members, staff, volunteers and other external parties to conduct themselves in a lawful, honest, respectful, ethical, safe and socially responsible manner when participating in association activities.

Our expectation is that you will:

- Comply with all relevant laws, legislation, codes and statutory obligations.
- Comply with a reasonable direction given by someone in Samford Progress.
- Act with maturity, care and diligence; and maintain a high standard of personal behaviour.
- Treat others fairly with respect and courtesy, and without harassment or discrimination. There is zero tolerance of violent or threatening behaviour.
- Report any misconduct or improper behaviour.
- Not do anything that might bring the Samford Progress into disrepute or harm.
- Not speak on behalf of Samford Progress unless authorised to do so.
- Not participate while under the influence of illegal drugs or alcohol; or use offensive language or behaviour.
- Understand that everyone has a basic duty of care for the health and safety of themselves and others.
- All events and activities are smoke-free zones.
- Immediately report any safety concerns and take any necessary precautions.
- Not place yourself or anyone else in an unsafe or unhealthy position.
- Get the appropriate approval and instructions before using Samford Progress assets.
- Take care of Samford Progress assets and use them in a proper manner; report any misuse or mistreatment.
- Report any losses, or damage to, or damage from, the Samford Progress assets.
- Seek consent before using the identity or details of others, such as names, photographs, business logos etc.
- Follow the association's complaints handling policy and procedures if you wish to make a complaint about an issue.

Thank you for your co-operation.

The Management Committee

