



Organisation Code of Conduct Policy

Date of Issue:

Contact: The Secretary - secretary@madpotters.org.au

Introduction

The Committee of Mansfield & District Potters (MAD Potters) is committed to providing the best possible service to its members and to the wider community. This policy has been developed to provide an ethical framework of conduct for all Volunteers of MAD Potters.

MAD Potters Committee is committed to

- the health, safety and wellbeing of all its members
- providing a safe environment for those participating in all MAD POTTERS activities
- encouraging MAD POTTERS member companies to provide a similar safe environment for their own members.

All persons involved in MAD Potters are to be nurtured in an inclusive non-discriminating environment that values safety, trust, respect, caring and responsibility. By becoming a part of MAD Potters, each person makes a commitment to actively encourage behaviours that promote a supportive and nurturing environment.

Definition

'Volunteer' refers to anyone volunteering their services in an official capacity for MAD Potters, including but not restricted to Committee Members, Adjudicators and Youth Programs.

THE POLICY

The Committee of MAD Potters has a legal and ethical responsibility to manage the organisation in the best interests of its members and the wider community. MAD Potters expects from all its volunteers the highest standards of conduct and behaviour.

MAD Potters VALUES -

Integrity and Respect

- Recognising the contribution that people make to the organisation
- Excellence in carrying out duties and responsibilities
- Treating others with dignity and consideration,
- Care for the property and equipment they use.
- Fairness in decision-making out of respect to all.

Teamwork and Enjoyment

- Collaboration and working together to achieve outcomes and resolve issues.
- Supporting one another.
- Efforts should be recognised and rewarded to fuel the passion.

CODE OF CONDUCT

All Volunteers shall:

- Publicly and privately support the organisation and each other, acknowledging the strengths and weaknesses of others and acting with courtesy and respect in person and in communications include social media communications.
- Refrain from any form of Abuse (sexual, physical, verbal, psychological), Harassment, Discrimination and Victimisation towards others.
- Act honestly and in good faith at all times in the interests of the organisation and its purposes.
- Perform their duties as best they can while acting in a safe, responsible and effective manner.
- Be punctual and reliable in their attendance at their agreed hours of duty.
- Notify the organisation of any inability to attend duty as early as possible so as not to inconvenience others or negatively impact the activities of the organisation.
- Respect and safeguard the property of the organisation, the public and colleagues

- Maintain confidentiality regarding any information gained through their work and not divulge personal information of any members.
- Ensure that personal and financial interests do not conflict with the duty to the organisation.
- Undertake no personal or business activities for personal gain while carrying out the business of the organisation: procedures associated with such activities will not be carried out on the organisation's computers without open and express permission of a higher authority.
- Work within the organisation's policies and principles.
- Raise issues of concern through the appropriate channels and in a timely manner
- Understand that breaches of this Policy may result in consequences including cancellation of MAD POTTERS membership

In addition to the above, Committee Members shall:

- Be diligent, attend Committee meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the Committee's decision-making.
- Meet regularly as required by the Rules of the Association to monitor the performance of management and the organisation as a whole.
- Carry out all meetings in such a manner as to ensure fair and full participation of all Committee members, ensuring that all views are given due consideration.
- Provide accurate financial and other reporting to the membership as required by the Rules of the Association.
- Ensure that personal and financial interests do not conflict with the duty to the organisation.

VOLUNTEER PROTECTION POLICY

MAD Potters is committed to ensuring that every person involved in volunteering for the organisation is treated with respect and dignity and protected from discrimination, harassment and abuse. MAD Potters seeks to ensure that everyone involved in MAD Potters is aware of their legal and ethical rights and responsibilities, as well as the standards of behaviour expected of them.

ANTI-BULLYING POLICY

Victoria's Anti-Bullying law applies to all forms of serious bullying, including physical, psychological, verbal and cyber bullying. Bullying is often characterised by threats, abusive and offensive words or conduct.

Serious bullying may also include conduct or behaviour that could reasonably be expected to cause the victim to engage in thoughts or actions that involve self-harm.

ANTI-DISCRIMINATION POLICY

The Equal Opportunity Act 2010 provides protections from discrimination and sexual harassment in public life in Victoria. It provides avenues for people to resolve discrimination disputes and outlines the Commission's role in helping the community to identify and eliminate discrimination. Under the Equal

Opportunity Act 2010, it is against the law to discriminate against a person based on:

It is against the law to discriminate against those who have a personal association with someone who has, or is assumed to have, any of these personal characteristics.

COMPLAINT PROCEDURE

Any MAD POTTERS volunteer who is concerned by or who has witnessed inappropriate behaviour in the course of their MAD POTTERS duties or activities is encouraged to follow these steps:

1. Inform the other party, either in person or in writing, that their behaviour is unacceptable and causing you anxiety. This may be enough to stop the unwelcome behaviour. Keep a written record of all incidents, discussions and responses and the dates on which they occurred.
2. If the behaviour continues discuss your concerns with the appropriate Contact Person (see below) who will discuss the matter with you in strict confidence. The Contact Person will assist you to make the next step, which will involve an approach to a mediator as assigned by MAD Potters.
3. The mediator will clarify the problem and bring both parties together, with witnesses if appropriate, in an attempt to find a resolution acceptable to both parties.
4. If mediation is unsuccessful the matter will be referred to the Committee for appropriate action.

CONTACT PERSONS

For matters concerning MAD POTTERS event and activities - secretary@madpotters.org.au

For matters concerning MAD POTTERS FINANCES – treasurer@madpotters.org.au

This document is not designed to be exhaustive, but all involved in MAD Potters activities will be expected to uphold both the letter and the spirit of the Code.

Related Documents

Member Company Expectations

Privacy Policy

Volunteer Policy

Youth Programs Child Safe Policy