

POLICY - CODE OF CONDUCT – BEHAVIOUR

(Version 4)

Policy Title:	Code of Conduct – Behaviour
Policy Type:	Constitutional Policy
Date:	04/09/2017 (1) 18/01/2021 (2) 09/02/2022 (3) 24/03/2023 (4)

Goals

The Bribie Island Community Arts Society Incorporated (BICAS) Codes of Conduct, Policies and Procedures have been developed to support everyone participating at the Bribie Island Community Arts Centre (BICAC), including Board Members, Society members, employees, volunteers, Working Together Group (WTG) participants, contractors, and the public (herein referred to as BICAS/BICAC participants). BICAS is committed to providing a safe, harassment and abuse free environment, and an enjoyable and safe Centre for all participants.

This Code of Conduct – Behaviour (herein the Code) provides guidance for the ethical conduct/behaviour that all BICAS/BICAC participants have an obligation to uphold.

This code shows:

- our commitment to health and safety within the Centre, and to reducing the risks to the health and safety of all BICAS/BICAC participants;
- our commitment to complying with the requirements of the *Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2011*; and,
- how BICAS will deal with anyone who is found to have breached this Code.

This Code applies to everyone participating in BICAS/BICAC activities

Introduction

The purpose of this Code is to provide a clear understanding of the standard of conduct or behaviour that is expected when participating in any BICAS/BICAC activities. The Code places an obligation on all BICAS/BICAC participants to take responsibility for their own conduct. To achieve this, copies of the Code will be provided to all BICAS/BICAC participants. Participants are required to familiarise themselves with its contents and to provide signed acknowledgement of receipt and understanding of the Code to BICAS.

Application of the Code

The Code applies to all BICAS/BICAC participants. In applying the Code you are to consider both the 'spirit' and 'content' of the Code. If you are in any doubt as to the meaning of the Code or its application in any given situation, you should seek advice from the BICAS Board.

As a BICAS/BICAC participant, you have a responsibility to conduct yourself in a manner that will not undermine public and member confidence in the integrity of BICAS.

The BICAS Board is responsible for taking the appropriate action where a BICAS/BICAC participant breaches the Code.

Contents of the Code:

Behaviour and Personal Conduct

Conflict of Interest
Accountability and Transparency
Use of Resources and Facilities
Use, Storage and Disclosure of BICAS Information

Behaviour and Personal Conduct

All BICAS/BICAC participants have a responsibility to always conduct and present themselves in a professional/personable manner and demonstrate respect for all other BICAS/BICAC participants and the public.

BICAS/BICAC participants will:

- Treat other/all BICAS/BICAC participants and members of the public with courtesy and respect, be appropriate in their relationships with them, and recognise that others have the right to hold views which may differ from their own;
- ensure their conduct reflects a commitment to a workplace that is inclusive and free from bullying and harassment;
- ensure their fitness for duty/participation; and,
- ensure the safety, health and welfare of themselves and other BICAS/BICAC participants.

Conflict of Interest

A conflict of interest involves a conflict between the role/participation within BICAS/BICAC and the individual's personal interests. Having a conflict of interest is not unusual and it is not wrongdoing in itself. However, failing to disclose and manage the conflict appropriately is likely to be wrongdoing. As BICAS/BICAC participants we need to be committed to demonstrating impartiality and integrity in fulfilling responsibilities within the organisation and as such will:

- always disclose a personal interest that could, now or in the future, be seen as influencing BICAS decision making or BICAS/BICAC participation;
- actively participate in developing and implementing resolution strategies for any conflict of interest; and;
- ensure that any conflict of interest is resolved in the interest of BICAS/BICAC.

Accountability and transparency

BICAS/BICAC participants shall not use or permit the use of their position, title or authority to give an improper advantage to or advance the private interests of another organisation, person or group of persons.

No BICAS participants are authorised to sign any documents, agreements or correspondence committing the organisation to any financial or legal risks. Financial authorisations are strictly controlled by the Board. Any queries in this regard should be directed to the Secretary of the organisation for approval by the Board. Monies will not be reimbursed for any claims for purchases above \$200 not authorised by the Board prior to purchase.

BICAS/BICAC participants should be:

- committed to exercising proper diligence, care and attention;
- committed to using BICAS resources in an effective and accountable way; and,
- committed to managing information as openly as practicable within the legal privacy and confidentiality framework.

BICAS/BICAC Participants should:

- treat all people equitably and consistently, and demonstrate the principles of procedural fairness and natural justice in any decision making;
- exercise any lawful power and authority with care and for the purpose for which these are granted; and,
- comply with all reasonable and lawful instructions, whether or not they personally agree with a given policy direction.

Use of Resources and facilities

BICAS/BICAC participants are accountable for all resources that they use in the course of their participation within BICAS.

They will:

- be economical, and avoid waste and extravagance in the use of BICAS resources and facilities; and,
- purchase, manage and care for BICAS resources in accordance with BICAS policies.

Use, Storage and Disclosure of BICAS Information

Information privacy legislation protects against the misuse of personal information and all BICAC participants have an obligation to ensure the lawful collection and handling of personal information.

BICAC participants shall agree to maintain in confidence all information concerning the business of BICAS, which is not generally available to the public.

In addition, they will:

- store official information securely, and limit access to those persons requiring it for legitimate purposes; and,
- not use confidential or privileged information to further personal interests.

YOUR OBLIGATION UNDER THE CODE

All BICAS/BICAC participants are required to:

- behave honestly and with integrity in all dealings with other BICAS/BICAC participants and the public, and be committed to the highest ethical standards in all participation within BICAS/BICAC;
- treat everyone with respect and courtesy, and without harassment and be committed to honest and fair engagement with all BICAS/BICAC participants and members of the public.
- comply with all applicable Australian laws;
- comply with any lawful and reasonable direction given by any BICAS/BICAC member or participant who has authority to give the direction;
- maintain appropriate confidentiality;
- take reasonable steps to avoid any conflict of interest (real or apparent);
- use BICAS resources and facilities in a proper manner and for a proper purpose;
- at all times behave in a way that upholds the integrity and good reputation of BICAS;
- comply with any other conduct requirements that are prescribed by the BICAS policies and procedures;
- ensure any decision making is ethical; and,
- meet obligations to report any suspected wrongdoing, including conduct not consistent with this code.

Where to from here?

If, after reading this Code you are unsure about your obligation in general or in relation to a specific situation, you should discuss this initially with the Function and Activities (FAC) Coordinator.

If you have concerns about approaching the FAC Coordinator you should make direct contact with a BICAS Board member or by writing to the Board Secretary who will pass this information onto the Board. The Board will be able to provide you with guidance and advice on the appropriate steps to follow to resolve your concerns.

COMMUNICATING THIS CODE

This Code shall be available in BICAS premises.

All BICAS/BICAC participants and others affected by our business or undertakings will be provided with a copy on commencement and have an opportunity to discuss the Code at an Induction Training.

REVIEW

This Code will be reviewed annually during the BICAS Work Health and Safety Audit Program, through consultation with Board Members, employees and volunteers, or when legislative requirements change, or in the event of a serious breach of this Code.

VARIATIONS

BICAS reserves the right to vary, replace or terminate this policy.

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Robert Hamilton

Original issue: /03/2017

Title: BICAS CHAIRPERSON



Policy Maintained by: Julie Thomson

Title: Venue Manager

Policy Ver 4 Authorized by: Carolyn Wheeler

Title: BICAS Chairperson

Approved by Board 24.03.2023

Review date: 24/03/2024

BICAS CODE OF CONDUCT – BEHAVIOUR DECLARATION

I, (Employee, Volunteer, etc., – please print)

....., have read, understand and agree to abide by the Bribie Island Community Arts Society Inc.’s (BICAS) Code of Conduct – Behaviour and I understand that such adherence is a condition of my employment, volunteer work, contract work, and/or any other participation in BICAS/BICAC activities. I understand that a violation of the BICAS Code of Conduct – Behaviour may be grounds for termination from BICAS/BICAC participation; as a volunteer; or in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this _____ day of _____, 20_____.

BICAS/BICAC PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- that I have read a copy of the BICAS Code of Conduct – Behaviour Policy;
- that I should comply with the Code; and
- that there may be disciplinary consequences if I fail to comply

Your name: Please Print

Signed: _____

Date: _____

