

# CODE OF CONDUCT

## **Scope/applies to:**

**All staff, volunteers, contractors, visitors, participants and room hirers**

## **Purpose**

This code of conduct applies to everyone who comes onsite or uses our services (whether online, or in-person).

Beaumaris Art Group is a welcoming place for everyone.

## **Policy**

All staff, tutors, volunteers, members, contractors, participants and visitors are required to observe this code of conduct, and to display appropriate behaviour.

All individuals must:

- Treat others with respect, courtesy and sensitivity
- At all times engage in conduct that ensures a safe and healthy environment
- Work in a manner consistent with child safety
- Engage in conduct that is in keeping with our culture of kindness and caring
- Not misuse their position to benefit themselves or disadvantage others
- Foster an environment that encourages equal opportunity and where discrimination, bullying or harassment of any kind is not tolerated
- Ensure all participants, regardless of their race/ethnicity, religious beliefs, age, ability, sexual orientation, gender identity, financial or social background and education, have equal rights
- Adhere to all policies and procedures, and comply with all laws and regulations
- Respect the privacy of all members, participants, staff and volunteers in accordance with our Privacy Policy
- Uphold the organisation's good reputation.

### **The Committee will:**

- Be responsible for the overall welfare and wellbeing of staff and volunteers
- Be accountable for managing and maintaining a duty of care towards staff and volunteers
- Act as the nominated Child Protection Officer to provide information and support to all staff, volunteers, children, young people, and their carers regarding child protection matters.

### **Social Media**

Social media posts, including Facebook, Instagram, Whatsapp and others should be in keeping with the image that we wish to present to the public, and posts made through our social media channels should not damage the organisation's reputation in any way.

No staff member, BAG member or volunteer should make posts or comments which may be considered defamatory, obscene, libelous, threatening, harassing, discriminatory, that infringe copyright or are otherwise unlawful.

### **What happens if you breach this Code of Conduct?**

As an Incorporated Association, we are bound to comply with the Disciplinary Procedures outlined in the Consumer Affairs Victoria (2012) Model Rules. Consequences for breaching the above Code of Conduct may include convening a Disciplinary Sub Committee, appointing a mediator, or ultimately termination of employment or engagement with our organisation.