



<b>Name of Policy</b>	<b>Member Code of Conduct</b>
<b>Owner</b>	<b>Committee of Management</b>
<b>Version</b>	<b>1.0</b>

## Purpose

The purpose of the Code of Conduct is to outline the requirements for the behaviour of all members of Team Mount Beauty Incorporated (TMB). The code applies to all TMB members in circumstances where they are representing the club in an official or unofficial capacity, or where it might be reasonably assumed that they were a member of and / or representing the club.

## Code of Conduct Statement

TMB is committed to providing members with a respectful, fair and safe environment, free from harassment, discrimination, intimidation and bullying that observes, practices and maintains standards of excellence in conduct, in all of its dealings and activities.

In addition, TMB expects that all members, as a condition of membership, will adhere to the Code of Conduct when acting as a club member. The Code of Conduct outlines the level of ethical conduct, behaviours and intent expected of its members.

TMB will be guided by the principles of ethical practice in all areas of the club, and:

- **Respect Individuals** - Everyone has a right of self-determination and responsibility for making decisions. We will respect others' views, listen to their opinions and give due weight to their decisions/method of decision making.
- **Do Good** - We will consider the wellbeing of others.
- **Be Just and Inclusive** - We will deal fairly and act in the best interests of our Members, workforce and clients without discrimination.
- **Do No Harm** - We will do no harm, either through a deliberate act or through wilful neglect. We will treat people in such a way that we will not injure or wrong them socially, physically or psychologically.

## The Code of Conduct for Members

### Members agree that:

Joining TMB in any capacity will require adherence to the Code of Conduct, and members must:

- Comply with TMB policies and procedures;
- Make decisions that are just, fair, consistent, impartial, based on merit and in accordance with the law;
- Ensure a safe and healthy club environment by identifying potential hazards and reporting incidents;
- Ensure a harassment and bullying-free club;
- Treat all members and other related personnel with respect and professionalism at all times;
- Promote a positive culture of fairness, integrity and equality for all members;
- Provide access to and follow a suitable grievance resolution for member;
- Pay all subscriptions and dues to TMB as stipulated;
- Follow membership requirements with honesty and integrity;
- Treat the Committee with respect and fairness when making enquiries, attending activities and at any time when dealing with any Committee member;
- Not use their membership position for illegal, improper or inappropriate purposes or for undue advantage;
- Not use any TMB resources or branding of whatever kind or nature without authority other than for relevant and appropriate purposes;
- Advise TMB of any issues, problems or changes in status as soon as is practicable, especially if it changes the nature of their membership;
- Not to discredit TMB or otherwise bring it into disrepute;
- Reinforce the integrity and good reputation of TMB and demonstrate loyalty and commitment to its strategic directions; and
- Generally support the work of TMB as appropriate.
- Actively communicate with people politely, respectfully, appropriately and convey a positive attitude;
- Deal with issues and problems promptly and effectively;
- Respect the differences that individuals bring to a club and be a positive team contributor;
- Embrace the positive culture of the club;
- Uphold ethical conduct through trustworthiness, integrity and honesty;
- Be committed to continuous improvement and professional development;
- Work cooperatively to achieve TMB's strategic goals;
- Promptly notify TMB of any complaint or allegation against them including any reportable misconduct,

**In taking up membership with TMB, Members agree that:**

Membership application and acceptance will be deemed as agreement to adhere to the Code of Conduct.

**In addition, Committee members collectively and individually will follow the Committee Code of Conduct.**

**Breaches of the Code of Conduct by Members**

Unacceptable, inappropriate and unlawful behaviour will lead to disciplinary action, including the option of dismissal.

Action may be taken to terminate any individual or organisation Membership, as outlined in the TMB Constitution and for:

- Any unacceptable, inappropriate and unlawful behaviour;
- Disrespectful, unprofessional or unjust treatment of any member, any Committee member, and other related personnel; or
- Bringing TMB into disrepute.

**Definitions**

**Reportable misconduct**

Any concern about the following misconduct, or the deliberate concealment of such conduct:

- Financial irregularity
- Intentionally provide misleading information to other members, community or other interested party
- Corrupt conduct
- Criminal conduct
- Failure to comply with any legal or regulatory obligation
- Unfair or unethical dealings with TMB members, or related personnel
- Unethical or other serious improper conduct, including breaches of TMB policies and procedures

**Member**

A member as defined in the TMB Constitution who is financial and has full voting rights at any general meeting of TMB.

**Version Control**

Version	Date Approved	Approved by	Purpose
1.0	TBC		To establish a code of conduct for members