**BICAS POLICY – CODE OF CONDUCT – BEHAVIOUR (Version 1)**

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| **Policy Title:** | **Code of Conduct – Behaviour**  |
| **Policy Type:** | **Constitutional Policy** |
| **Date:** | **/3/17** |

**Goals**

The Bribie Island Community Arts Society Incorporated (BICAS) 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 general public (herein referred to as BICAS/BICAC participants). BICAS is committed to providing a safe, harassment and abuse free environment, providing equal opportunity and an enjoyable and safe Centre for all participants.

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

**The Policy 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 *(Qld)* *Workplace Health and Safety Act 2011* and *Workplace Health and Safety Regulations 2011*, and
* how BICAS will deal with anyone found to have breached the Policy.

**The Policy applies to everyone participating in BICAS/BICAC activities**

**Introduction**

The purpose of the Policy is to provide a clear understanding of the standard of conduct/behaviour that is expected when participating in any BICAS/BICAC activities. The Policy places an obligation on all BICAS/BICAC participants to take responsibility for their own conduct. To facilitate this, copies of the Policy 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 Policy to BICAS.

**Application of the Policy**

The Policy applies to all BICAS/BICAC participants. In applying the Policy you are to consider both its 'spirit' and 'content'. If you are in any doubt as to the meaning of the Policy 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 Policy.

**Contents of the Policy:**

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 general 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 person’s role/participation within BICAS/BICAC and their 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 best 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 themselves, 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 BICAS Secretary for approval by the Board. Monies may not be reimbursed for any claims for purchases 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 BICAS/BICAC participants have an obligation to ensure the lawful collection and handling of personal information. BICAS/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 POLICY**

All BICAS/BICAC participants are required to:

* behave honestly and with integrity in all dealings with other BICAS/BICAC participants and the general 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 general public.
* comply with all applicable Australian laws;
* comply with any lawful and reasonable direction given by any BICAS/BICAC member or participant who has the 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 Policy.

**Where to from here?**

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

If you have concerns about approaching the FAC you should make direct contact with a BICAS Board member or by writing to the BICAS 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 the POLICY**

The Policy 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 Policy at an Induction Training.

Review

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

## VARIATIONS

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

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## POLICY VERSION AND REVISION INFORMATION

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| Policy Authorised by: Robert HamiltonTitle: BICAS CHAIRPERSON | Original issue: /03/2017 |
| Policy Maintained by: Julie ThomsonTitle: FUNCTION AND ACTIVITIES COORDINATOR | Current version: Version 1 |
| Review date: /03/2018 |   |

## BICAS POLICY – 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) Policy – 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 Policy – 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 received a copy of the BICAS Policy – Code of Conduct – Behaviour;
* that I should comply with the Policy; and
* that there may be disciplinary consequences if I fail to comply

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| Your name: | Please Print |
| Signed: |   |
| Date: |   |