



# HARP SOCIETY OF NSW INC

## CODE OF CONDUCT

### PURPOSE OF THE CODE OF CONDUCT

The purpose of this Code of Conduct (hereinafter called the 'Code') is to provide Members with guidance on the standards of behaviour expected of them in their

- membership of the Harp Society (hereinafter called the 'Society')
- dealings with fellow Members

The Code provides a general framework of principles to be adopted by Members with respect to their conduct while involved with the Society.

The Committee may alter the Code at any time and Members must observe the amended Code. Members will be notified in writing or electronically of any changes.

### WHO THE CODE APPLIES TO

The Code applies to all Members of the Society including:

- all Society Members
- any persons representing and /or acting for the Society

### GENERAL PRINCIPLES OF CONDUCT

All Members have a responsibility to:

- respect and uphold the reputation of the Society
- treat all other Members with fairness, courtesy, respect and without discrimination. The Society complies with all appropriate Federal and State legislation in regard to discrimination.

### STANDARDS OF CONDUCT TO BE OBSERVED

All Members are expected to:

- protect and respect the rights and reputations of other Members of the Society
- avoid behaviour that could reasonably be perceived as harassment, intimidation, discrimination on any basis, bullying or threatening in any way
- take reasonable steps to protect and not disclose confidential information
- maintain and observe all safety and health procedures in the workplace

### REPORTING CONTRAVENTIONS

Members have a duty to report as soon as practical any contravention of the code to a member of the Committee. After initially considering the notification the Committee must:

1. Notify the Member(s) of the alleged contravention in writing, including the actions (or failure to take action) that the alleged contravention relates to
2. Invite the relevant Member(s) to attend the next available Committee Meeting to explain and provide reasons for the actions (or failure to take action) that resulted in the alleged contravention.

### ACTIONS AVAILABLE TO THE COMMITTEE

The Committee may decide to follow one or more of the following courses of action as a result of a contravention of the Code:

1. No action
2. Communication from the Committee which may include actions that the relevant Member(s) is required to take or stop taking within a specified period of time
3. Permanent disqualification of the relevant Member(s) from membership of the Society
4. Notification to the NSW Police or relevant organisation as decreed by the NSW Crimes Act

For all courses of action the Committee must, within a reasonable time, provide written reasons to the relevant Member(s) explaining why the relevant course of action was taken.

**October 2016**