



## **Code of Conduct**

### **1. PURPOSE**

The North Road Combine (NRC) Code of Conduct sets out the standard of conduct expected of all members, affiliated Combine members and supporters and provides a framework for decisions, actions and behaviours including if the conduct has a real effect on NRC's reputation.

### **2. GOVERNANCE**

The code shall be known as North Road Combine Inc. Code of Conduct. The Code shall govern the conduct of all persons associated with the NRC. In particular, it shall apply to;

- NRC Club members and affiliated Combine members
- Persons acting for and on behalf of the NRC
- Persons participating in NRC organised events.

If you do not understand your obligations under the Code of Conduct, seek advice from the NRC Management Committee.

### **3. KEY PRINCIPLES**

- The NRC wishes to operate in an environment where people show respect for others and their property. Respect is defined as consideration for another's physical and emotional well-being and possessions, to ensure no damage or deprivation is caused to either.
- The NRC wishes to operate in an environment that is free from harassment. Harassment is defined as any action directed at an individual or group that is offensive, abusive, belittling, hostile, intimidatory or threatening. It is unwelcome and the sort of behaviour a reasonable person would recognise as unwelcome.
- The NRC wishes to operate in a non-discriminatory environment. Respect the right, dignity and worth of every human being – within the context of the activity; treat everyone equally regardless of gender, ethnic origin or religion.
- Persons to whom this Code applies acknowledge and agree to comply with the disciplinary and grievance procedures promulgated by the NRC. If any disciplinary action is taken, persons directly affected shall be given the opportunity to participate in those proceedings and the right to appeal against any decision against them.



## 4. KEY ELEMENTS

The NRC Code of Conduct sets out standards of conduct required and provides a framework for decisions, actions and behaviours. It is a condition of membership or engagement with the NRC that you comply with the Code of Conduct. The NRC will take appropriate action where it suspects a member or those engaged has failed to comply with the Code of Conduct.

You must, in connection with your membership or engagement with the NRC:

- Act in a manner which is always in the best interests of the NRC;
- Treat everyone with dignity, respect and courtesy;
- Not make malicious or vexatious allegations, or participate in the spreading of rumours or allegations;
- Commit to resolving disputes or differences in a constructive and cooperative manner, utilising the dispute resolution process where applicable;
- Not undermine the voting process by deliberately withholding information vital for informed decision making to each resolution or special resolution or interfere with the process of an election by using threats or manipulation;
- Act ethically and with care and diligence;
- Comply with the NRC's constitution and all NRC policies and procedures;
- Comply with and respect all applicable Australian laws and ensure that conduct that is unlawful is not condoned; this includes smoke free buffer of 5 metres at all non-residential building entrances and public toilets;
- Disclose and take reasonable steps to avoid any actual, potential or perceived conflict of interest;
- Use NRC resources in a proper manner; including:
  - Use NRC resources in a way that is economical, efficient and effective and does not lead to significant resources being lost or wasted
  - Not use NRC information, funds, property, equipment, ICT or other resources for private purposes without Membership approval
  - Ensure you do not sell, loan or donate NRC resources without Membership approval
  - Account for expenditure accurately and promptly with an auditable record retained for all financial transactions
  - Ensure that NRC's ICT are not used inappropriately
- Not provide false or misleading information in response to a request for information;
- Comply with any lawful and reasonable direction given by a NRC representative who has the authority to give the direction;
- Take all reasonable steps to ensure you are fit to safely perform your job;
- Report all suspected fraud, corruption, bullying or harassment, disclosable conduct or other breaches of the Code of Conduct through appropriate channels;
- Treat people's property with respect and due consideration of its value;
- Show a positive commitment to NRC policies, rules, procedures, guidelines and agreements;
- Respect the confidentiality of information which they receive in the course of fulfilling their duties.



You must at all times;

- Behave in a way that upholds NRC Objectives;
- Maintain appropriate confidentiality and security of NRC information; you must not make any comment on behalf of NRC or claim to represent the views of NRC on any issue without proper authority to do so or make any comment which may adversely affect NRC's reputation. This includes all types of media including internet based social networking systems.
- Not make improper use of:
  - Inside information; or
  - Your duties, status, power or authorityIn order to gain, or seek to gain, a benefit or advantage.

## **5. CODE OF ETHICS**

This code of ethics will help provide a positive, safe and harassment free environment. You should;

- Place the safety and welfare of members above all else
- Accept responsibility for all actions taken
- Be impartial
- Avoid any situation which may lead to a conflict of interest
- Be courteous, respectful and open to discussion and interaction
- Value the individual within our sport
- Encourage inclusive practices
- Be a positive role model in behaviour
- Refrain from any form of personal abuse

## **6. COMMITTEE MEMEBERS**

Committee Members should act in the association's best interest by;

- acting in good faith; this means they should:
  - never abuse their powers as committee members; the association rules might set out extra responsibilities or impose specific restrictions on the committee (at the time of writing the rules of the NRC incorporated association set out the following guidance; responsible to the members for following and enforcing the rules and ensure the incorporated association complies with the law)
  - exercise due care, skill and diligence
- not make false or misleading statements to the association's members
- knowing the Secretaries duties and making sure they are properly carried out
- bringing any relevant letters, emails or other association documents to the committee's attention
- ensure the association fulfils its reporting requirements every year
- meet as often as needed for the association to function. At a minimum, this must be every 4 months.
- ensure disclosure of level of coverage of public liability insurance to:
  - potential members before they sign up
  - nominees for office-holder elections

## 7. COMPLAINT / GRIEVANCE PROCEDURE

If you have been, or are harassed or abused then you should take steps to ensure it stops. This is important not only so that you are able to continue in a safe environment, but also to prevent the harasser from behaving in a similar manner to others.

A member of the Management committee will be the first point of call for someone experiencing harassment and will provide confidential advice and moral support to the person alleging harassment.

The member of the Management committee will also advise them of the available procedures for lodging a formal complaint, either within or outside the organisation, if they wish to proceed that way. The Management committee will mediate, resolve and make recommendations regarding internal Complaints.

## 8. Change summary

Version No	Amendment Detail	Author	Date	Changes Marked
1.0	Initial Issue	David Christensen	4/11/2017	N

## 9. Information Register (record of new and / or amended information)

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