



Highlands Garden Society Bowral, Inc.

HIGHLANDS GARDEN SOCIETY BOWRAL INCORPORATED MEMBERS CODE OF CONDUCT

14 September 2016

1. INTEGRITY

Behaviour

A member of the Highlands Garden Society Inc. (the “Society”) shall act honestly and in good faith in all dealings with the Society and other members of the Society.

Conflict of Interest

A member of the Society shall disclose to the Society or any other member of the Society where this would be relevant to any proposed action, any conflict of interest. A conflict of interest occurs where a member’s financial or other interests or those of an associate are, or may reasonably be seen to be relevant or contrary to the interests of the Society or a member of the Society. An associate means a spouse, parent, child or business associate or a business associate of a spouse, parent or child.

Conduct at events

A member of the Society shall whilst participating in or attending any event of the Society act in a responsible manner having regard to the interests of other members and the Society.

2. RESPECT

Respect and Courtesy

Each member of the Society shall show respect to other members of the Society, be courteous to other members of the Society and act in a dignified fashion.

Non-Discrimination

A member of the Society shall not discriminate either directly or indirectly against any other member of the Society on the grounds of age, gender, race, disability, sexuality, marital status, pregnancy or any other ground covered by equal opportunity or anti-discrimination legislation.

Health and Safety

Each member of the Society shall take all necessary action and refrain from risky action to protect the health and safety of themselves and other members of the Society whilst engaged in Society activities.

Bullying/Harassment

No member of the Society shall bully or otherwise harass any other member of the Society. Bullying and harassment shall include victimisation, intimidation, or unwelcome offensive abusive or belittling or threatening behaviour directed at another member of the Society or other members of the Society.

3. ACCOUNTABILITY

Confidential use of information

A member of the Society in receipt of confidential information being information in respect to the membership, finances or other private information of the Society shall not disclose to any other person, except as may be required by law or approved by the Management Committee any such confidential information. Personal information shall be retained in accordance with the provisions of the Privacy Act 1998.

Reporting of misconduct, corruption or other illegal activity

Each member of the Society is required to report to the Management Committee the occurrence of conduct which may be considered to be a breach of policies, procedures or guidelines of the Society and/or any illegal activity which may adversely affect the Society or a member of the Society. In making such a report the member must have a reasonable belief that the conduct, the subject of the report, is a breach of this code. No member shall make vexatious or malicious reports or make false disclosure.

Public Comment

A member shall not make any public statement as to the affairs of the Society without the prior written consent of the Management Committee of the Society. A member must not make any statement which is malicious, misleading or unfair comment in relation to the Society or a member of the Society. A member shall not make any statement which is unable to be substantiated.

4. PROCEDURE

- (a) An allegation of a breach the Society's Code of Conduct shall be submitted in writing to the Management Committee.
- (b) The Management Committee will review the details of the incident at the scheduled Management Committee Meeting that follows receipt of the written allegation. If the Management Committee decides the allegation has merit, the Management Committee will write to the member who is the subject of the allegation requesting that the member either:
 - (i) provide, within fourteen (14) days, a written response to the allegation, or
 - (ii) notify the Management Committee that they wish to respond to the allegation in person at the next scheduled Management Committee Meeting.The request for a response will be forwarded to the address of the member in the Society's records.
- (c) At the scheduled Management Committee Meeting that follows receipt of the written response, or meeting with the member who is the subject of the allegation, The Management Committee will review the response to the allegation. At this meeting, the Management Committee will decide if the allegation is proven and a beach of the Code of Conduct exists. The member who is the subject of the allegation will be informed in writing of the Management Committee's decision.
- (d) If the member who is the subject of the allegation decides not provide a written response or decides not the respond in person, as requested by the Management Committee, the Management Committee will further consider the allegation and decide whether there has been a breach of the Code of Conduct.
- (e) Anonymous allegations will be not be considered by the Management Committee.

5. BREACH

A finding by the Management Committee pursuant to the Procedure Clause that a member has breached the Code of Conduct shall be evidence that the member has acted in a manner detrimental to the best interests of the Society as provided in Rule 15 of the Constitution of the Society.