

# Code of Conduct Policy

Boroondara Stroke Support Group



## Purpose

This document outlines the standard of behaviour expected of members of the Boroondara Stroke Support Group [BSSG], all those who use or visit the Boroondara Community Stroke Hub [BCSH] - home of the BSSG, and all those who attend internal or external events organised by the BSSG.

## Scope

This Code of Conduct applies to all BSSG members and visitors of the BCSH.

## Policy statement

As a charitable organisation, we make decisions that affect the lives of others. We hold an important position in the community that requires transparency, honesty, respect and fairness for all people we engage and support.

This Code of Conduct policy outlines the minimum standards of conduct and behaviour expected of members. All members are responsible for upholding the integrity of the organisation and comply with the code at all BSSG related events and matters related to the BSSG. Members should allow the code to guide their behaviour and decision making and assist them to display the highest reasonable standards of personal conduct while communicating with other members, potential members and stakeholders.

This policy is subject to change at the discretion of the BSSG. A breach of this policy by an individual or group will be addressed by management and may lead to disciplinary action being taken.

## Personal conduct/behaviour

All members are expected to:

- Refrain from perpetrating or condoning all forms of bullying, intimidation and abuse;
- Treat everyone with courtesy, respect, kindness, consideration, and sensitivity to their rights;
- Refrain from all forms of harassment and discrimination based on gender, race, religious beliefs, political affiliation, pregnancy, disability, sexual orientation or illness;
- Always act honestly, in good faith, and respectful to the trust placed in us;
- Respect each individual's rights to privacy and keep personal information in confidence;
- Consider the impact of decisions and behaviour on the well-being of others;
- Seek advice from an executive committee member where a member's behaviour is perceived to be in breach of the code, and report any suspected corrupt, criminal or unethical conduct to the executive committee member.
- Act safely in accordance with Occupational Health and Safety Standards, and report any incidents of injuries and hazards to a committee member immediately.

## Discrimination, bullying and harassment

The BSSG and BCSH has zero tolerance when it comes to discrimination, bullying and harassment. The organisation will ensure that all decisions affecting members are free from discrimination. Members must ensure their behaviour and actions do not offend, intimidate or humiliate any person.

## Conflicts of interest

All members are to avoid any actual, perceived or potential conflict of interest with the primary responsibility being the disclosure of the conflict in advance. Members must ensure that the organisation's financial and other interests and actions do not conflict or seem to conflict with the obligations and requirements of the organisation position or advance their own interest over those of the organisation.

## Use of organisation equipment and resources

Members must not abuse, waste or destroy organisation equipment and resources. Reasonable use of organisation equipment and resources for personal use is acceptable, however this must not be abused or impact on the operations of the organisation or impact the organisation financially through time or resource wastage.

## Privacy and confidentiality

All members must respect the privacy of others and ensure that personal information shared by other members will be kept confidential and only be used for lawful purposes to ensure we do not breach our privacy obligations as specified under the Privacy and Personal Information Protection Act 1988.

## Compliance and Breaches

The code regulates the behaviour of BSSG members and also forms part of each members condition of membership. All members must comply with this code and where they are aware or suspect a breach of this code, they must immediately report the breach to a committee member for further action.

Members whose conduct falls below the standard outlined in the code will be counselled. A breach of the code may lead to revocation of membership. Criminal or civil legal action may also be taken against a member where state and commonwealth law is breached.

The BSSG may take action against a person making frivolous or completely fabricated report. Any member to have made such a report may be subject to appropriate disciplinary action being taken against a member who has provided false information.

[Adapted from Evolve Housing Code of Conduct Policy, Document No: PC003.3.1]