

The Society of Women Writers Qld Inc

Code of Conduct

Preamble

This Code of Conduct is designed to meet the legal requirements of both State and Federal Governments in regards to Duty of Care.

1. Purpose

This Code of Conduct has been compiled to establish acceptable ethical and legally compliant standards of conduct for all members of the Society of Women Writers Qld Inc. when involved in SWWQ activities. The intention of the Code is to provide guidelines to allow efficient, lawful, and harmonious interaction outcomes.

2. Scope

All members of SWWQ Inc. are required, under the Code of Conduct, to behave at all times when involved in SWWQ activities in a way which upholds the following standards;

- Behave honestly and with integrity
- Act with care and diligence
- Treat everyone with respect and courtesy, and without harassment
- Comply with all Australian laws
- Comply with any lawful and reasonable direction given by anyone who has authority to give direction
- Not engage in inappropriate touching or suggestive remarks or actions of a sexual nature
- Not discriminate against any person

3. Policy

SWWQ Inc commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the organisation and of members' personal rights. Matters arising from non-observance of the Code of Conduct will be dealt with in accordance with SWWQ Inc's Grievance Policy and Procedures.

4. Definition

Harassment - The inappropriate physical or verbal interaction with another person. Duty of Care - Everyone has a duty to avoid placing themselves or others at risk of injury.

5. Description

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6. Guidelines

To understand if I am doing the correct action, I should ask myself;

- a. Is it legal?
- b. Would I be proud of what I have done?
- c. Is it consistent with SWWQ Inc's constitution?
- d. Do I think it is the right thing to do?
- e. Would I accept the same from others?

7. References

Volunteering Queensland Inc