

# Gympie & District Landcare Group Incorporated

## CODE OF CONDUCT



**Prepared by:** Management Committee

**Reviewed by:** Management Committee

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**Approved by:** Management Committee

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Gympie and District Landcare Group Incorporated (GDLG) is a community-based organisation that has been active for 30 years serving the local landowners. The Group is an incorporated association and a registered charity.

Each year members elect an Executive (Management Committee) who set strategic direction, manages organisation risks, fine tunes policies, and ensures that the organisation is operating effectively whilst staying true to its vision and purpose.

Members and volunteers are integrally involved in the group's activities. GDLG operate a local native plant nursery, rear bio-control insects for invasive plant species control and other purposes, provide environmental conservation and rehabilitation services, foster local land caring activities, and provide and community education through workshops and our Junior Landcare program.

The Code of Conduct applies to all financial members, volunteers, and employees of GDLG while undertaking any role or activity related to GDLG activities.

**Our Principles:** The Code of Conduct contains standards of behaviour expected from people involved in Gympie Landcare. It is a central guide and reference to support day-to-day decision-making and reflects the purpose, mission and values of Gympie Landcare.

### I. RESPECT FOR THE LAW

GDLG members, volunteers and employees in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

### II. RESPECT FOR ALL PERSONS

GDLG recognises that its primary responsibility is to its members. However, GDLG commits to treating all members of the community equitably, with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own.
- Courtesy and responsiveness in dealing with others.

- Fairness in supervising and dealing with other members.
- Making decisions that are procedurally fair to all people according to the principles of natural justice.
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction.
- An awareness and respect for cultural difference.
- Allowing for alternative points of view to be expressed.
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation.
- Not engaging in conduct likely to bring discredit to GDLG.
- Respect and support the decisions of the management committee and colleagues, knowing that you will not always agree, but will accept with good grace that you are part of a community and that sometimes your ideas and priorities will differ from those of the community collective and/or the strategic directions of the organisation as a whole.

### III. INTEGRITY

GDLG members, employees and volunteers should carry out their duties in the best interest of the organisation and avoid conflicts between their private interests and their GDLG responsibilities with respect to:

- Personal relationships.
- Financial relationships.
- Receipt of gifts.
- Outside work.
- Use of confidential information obtained during GDLG duties.
- External activities and public comment.

### IV. DILIGENCE

GDLG members, volunteers and employees should carry out their duties in a professional and conscientious manner. This involves:

- Always acting honestly, in good faith, and in the best interest of the organisation.
- Carrying out official decisions and policies faithfully and impartially.
- Seeking to attain the highest possible standards of performance.
- Exercising care for others in Landcare-related activities.
- Committee members have an obligation to be independent in judgement and action and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Committee.

## V. CONFLICT OF INTEREST

GDLG members, employees or volunteers must declare interests which conflict, either perceived or actual, with GDLG duties and activities. Members, employees, or volunteers must not allow personal interests, or the interests of any associated person, to conflict with the interests of GDLG.

A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

## VI. CONFIDENTIALITY

GDLG is committed to sharing information and skills with the broader community.

However, GDLG members, volunteers and employees acknowledge that confidential information received during the exercise of official duties remains the property of GDLG.

It is improper to disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by GDLG's Management Committee or the person from whom the information is provided or is required by law.

Documents and information of GDLG should be placed in secure locations where possible and sensitive information should not be distributed without the Management Committee's consent.

**Workplace Health & Safety:** GDLG aims to provide a safe workplace, retail outlet and space for a range of community activities. GDLG members, volunteers and employees agree to observe safety signs on the property or field site, to report to staff or sign in before commencing activities, to report any health and safety concerns to an employee or event leader and to heed warnings and advice from others.

GDLG members, volunteers and employees recognise the importance of participating in safety training and drills when opportunities arise.

In accord with expectations of a workplace, retail outlet and venue GDLG facilities, members, volunteers and employees respect that Landcare facilities and work sites will provide a smoke, drug and alcohol-free environment.

Anyone observed to be intoxicated, under the effects drugs or behaving in an inappropriate manner are to be reported to the nearest senior employee or the leader of an activity. If there is perceived serious risk to other staff, volunteers or members police or emergency services are to be called.



**Public Discussion:** Formal communication of GDLG policies is a matter for the Management Committee unless prior authorisation has been given to an individual to represent GDLG at a particular event or in a particular role.

Where providing factual information, advice, and training to the broader community as part of GDLG activities and work programs, members, volunteers and employees take all appropriate steps to ensure that information given is accurate.

This does not preclude members, volunteers and employees contributing to public discussions on community and social issues in a private capacity, taking reasonable steps to ensure that the comments made are presented as personal views NOT those of GDLG and do not compromise the position of GDLG.

**Facilitate Community Engagement:** Community participation is at the heart of GDLG activities. GDLG members, volunteers and staff have a responsibility when acting on behalf of GDLG, as follows:

- To provide a safe and comfortable environment for community engagement and discussion
- Consult with the public, listen, and respond to issues and concerns that may be raised, to assist with the participation of others
- Assist in raising community awareness about GDLG roles.

**Grievances, Complaints and Procedures:** Breaches of this Code of Conduct or other policies of GDLG will be addressed by way of the Grievance Policy and/or the Unsatisfactory Performance and Termination Policy & Procedure.

GDLG members, volunteers and employees should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are always observed.

**Code of Conduct Acknowledgement:**

I have read the Code of Conduct and understand the standards of conduct expected by all people involved at Gympie Landcare. I also acknowledge that if I am found to be in breach of the Code of Conduct, I may be subject to disciplinary action that may include termination of my employment, volunteer involvement with Gympie Landcare or ability to participate in Gympie Landcare activities.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Involvement type:** Employee/Volunteer

## Standards of Appropriate Behaviour:

	Appropriate Behaviour	Inappropriate Behaviour
Relationships and Communication Including Online Behaviour	<ul style="list-style-type: none"> <li>• Using open, honest, compassionate communication, and making clear and specific requests, using non-violent communication</li> <li>• Using a positive and respectful manner when communicating with or about other people. This includes being mindful of culture, age, gender, race, religion, ability/disability etc.</li> <li>• Being a positive role model</li> <li>• Building relationships based on trust</li> <li>• Empowering everyone to share in decision making</li> <li>• Creating open, clear, and inclusive communication channels</li> <li>• Sharing relevant information</li> <li>• Encouraging participation</li> </ul>	<ul style="list-style-type: none"> <li>• Swearing or yelling</li> <li>• Bullying - see definition below</li> <li>• Making sexually suggestive comments/jokes</li> <li>• Making racist comments/jokes</li> <li>• Displaying degrading or offensive materials</li> <li>• Making threats or demands</li> <li>• Teasing or playing practical jokes</li> <li>• Using derogatory language, including insults, criticisms, name calling, sarcastic or offensive language</li> <li>• Making insensitive comments about others' differences</li> <li>• Pestering, spying or tampering with personal effects or equipment</li> <li>• Favouritism, i.e. unfair treatment in relation to accessing opportunities e.g. training, leave, information, resources</li> <li>• Undermining and deceiving</li> <li>• Defaming, gossiping or spreading rumours</li> <li>• Isolating, ignoring, excluding or marginalising</li> <li>• Withholding relevant information</li> <li>• Setting unrealistic workloads, deadlines and timelines</li> <li>• Harassing, humiliating or intimidating others, i.e. displaying behaviour that a reasonable person would consider to be unwelcome or unsolicited</li> </ul>
Physical	<ul style="list-style-type: none"> <li>• Allowing for personal space</li> <li>• Touching due to medical emergency or protecting from physical harm</li> </ul>	<ul style="list-style-type: none"> <li>• Displaying unwelcome physical contact e.g. lingering hugs</li> <li>• Violent or aggressive</li> </ul>

	<ul style="list-style-type: none"> <li>• Respecting personal space and boundaries</li> </ul>	<p>behaviour including hitting, kicking, scratching, biting, slapping or pushing</p> <ul style="list-style-type: none"> <li>• Kissing or touching of a sexual nature</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Wearing appropriate attire/clothing for the role</li> <li>• Respecting and maintaining confidentiality of GDLG information, also of fellow community members</li> </ul>	<ul style="list-style-type: none"> <li>• Any criminal behaviour, i.e. theft, vandalism, dealing, possessing or taking illicit drugs, carrying weapons</li> <li>• Wearing inappropriate clothing</li> <li>• Making personal calls from the work phone</li> <li>• Sending inappropriate emails</li> <li>• Disclosing any confidential information about GDLG outside of the appropriate team/MC</li> <li>• Disclosing personal details of fellow community members that have been shared with you in confidence</li> </ul>

### What is Workplace Bullying?

Workplace bullying is verbal, physical, social or psychological abuse by your employer (or manager), another person or group of people at work.

Workplace bullying can happen to volunteers, work experience students, interns, apprentices, casual and permanent employees.

Some types of workplace bullying are criminal offences. If you have experienced violence, assault and stalking you can [report it directly to the police](#).

### What Does Bullying in the Workplace Look Like?

- Repeated hurtful remarks or attacks, or making fun of your work or you as a person (including your family, sex, sexuality, gender identity, race or culture, education or economic background)
- Excluding you or stopping you from working with people, or taking part in activities that relate to your work
- Playing mind games, ganging up on you, or other types of psychological harassment
- Intimidation (making you feel less important and undervalued)
- Assigning pointless or confusing tasks, or frequently altering instructions
- Assigning impossible or excessive tasks that can't be done in the given time or with the resources provided
- Deliberately holding back information you need for getting your work done properly
- Initiation or hazing - where you are made to do humiliating or inappropriate things in order to be accepted as part of the team

- Pushing, shoving, tripping, grabbing you in the workplace
- Attacking or threatening with equipment, knives, guns, clubs or any other type of object that can be turned into a weapon
- Sexual harassment, particularly stuff like unwelcome touching and sexually explicit comments and requests that make you uncomfortable
- Deliberately changing your work hours, tasks or schedule to make it difficult for you

