

Committee Code of Conduct

Introduction

This policy relates to conduct within Colo Soccer Football Club Inc (The Association).

The Committee Code of Conduct is an important reference document that outlines the behavioral expectations of all Committee. The Committee Code of Conduct is intended to be used as a tool to assist in developing and enhancing effective relationships. In addition behaviours which are contrary to the spirit of this code will result in disciplinary action being taken under this policy or any other policy, guideline, or the Colo Soccer Football Club Inc Rules document that is in place.

Under each of the overarching statements, a list of behaviours which would positively enhance or undermine The Association values is set out. These behaviours are not exhaustive and are included to encourage reflection on the impact individual behaviours have on relationships within and external to The Association and the contribution to building a positive club environment.

Ethical conduct guides the behaviour and decisions within the sporting setting and is founded in respect for, and the valuing of children, families, educators, Committee members and staff, and the extended service community.

Committee members commit:

- To implementing and abiding by the Code of Conduct and behaving in a manner that is consistent with its values.
- To taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring in The Association.
- To taking responsibility for contributing in a constructive and positive way to enhance positive work and operational practices and the reputation of The Association and to treat colleagues with respect, courtesy, fairness and good faith.
- Not to practice, condone, facilitate or collaborate with any form of discrimination on the basis of race, colour, gender, sexual orientation, age, religion, national origin, marital status or other conditions or status.

Personal behavior – it is expected that Committee members will:

- Act ethically, with honesty and integrity, in the best interests of The Association and its members at all times
- Not make improper use of their position as Committee members to gain advantage for themselves or for any other person
- Exercise due care, diligence and skill
- Take individual responsibility to contribute actively to all aspects of the Committees' role
- Make decisions fairly, impartially and promptly, considering all available information, rules, policies and procedures, and legislation
- Understand the financial, strategic and other implications of decisions
- Act in a financially responsible manner
- Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare
- Not harass, bully or discriminate against colleagues, members of the public and/or employees
- Not make unfounded accusation and/or allegations against colleagues, members of the public and/or employees
- Contribute to a harmonious, safe and productive committee environment/culture through professional relationships
- Not disclose official information or documents acquired through membership of the Committee, other than as required by law or where agreed by decision of the Committee
- Not make any unauthorised public statements regarding; the business of the organisation or derogatory comments about other Committee members, members, or sponsors.

- Support, adhere to and not contradict the formal decisions of the Committee made in its meetings
- Respect the confidentiality and privacy of all information as it pertains to individuals
- Ensure information gained as a Committee member is only applied to proper purposes
- Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest
- Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of The Association
- Where conflicts of interest arise this be immediately disclosed to the Committee
- Decline gifts or favours that may cast doubt on the Committee member's ability to apply independent judgment as a Committee member

Being Ethical

Examples of valued ethical behaviour:

- Treating people as we would like to be treated
- Treating everyone fairly and with sensitivity
- Striving to support those that need support
- Seeing a situation from another person's point of view
- Striving to meet the needs of others in a timely and respectful manner

Examples of behaviours that are unethical:

- Shouting, belittling or insulting others
- Ignoring people when they seek help
- Being unwilling to listen to someone's side of the story
- Being critical and judgemental of others

Justice - The Committee will act with integrity and believe that everyone has the right to be treated fairly and without discrimination

Examples of behaviours that reinforce the value of Justice:

- Behaving honestly in all duties
- Dealing with all matters in a consistent, prompt, transparent, reasonable and non-discriminatory manner
- Maintaining confidentiality
- Avoiding situations where private interests interfere with the performance of official duties
- Ensuring our words and actions reflect our values

Examples of behaviours that are in conflicts with the value of Justice:

- Behaving towards others and colleagues in a way that is offensive or leads to embarrassment or hurt
- Issuing information in an inappropriate or unethical way when performing duties
- Stealing from the workplace or from other Committee members, members, or sponsors.

Dignity - All people are treated with care and acknowledging each person is unique

Examples of behaviours that reinforce the value of Dignity:

- Respecting the dignity and value of each human person
- Recognising that everyone has diverse needs and issues – physical, emotional, psychological and spiritual
- Trying at all times to refer to people by their correct names and titles
- Upholding a person's right to privacy and confidentiality when dealing with information about them

Examples of behaviours that are in conflict with the value of Dignity:

- Harassing people or discriminating against them on the grounds of their race, age, religion, disability or sexuality
- Talking about other people behind their back in an inappropriate and disrespectful way via words, actions or gestures

Excellence

Examples of behaviours that reinforce the value of excellence

- Being efficient and economical in the use and management of resources
- Being flexible when presented with alternative ideas
- Encouraging innovation in the pursuit of better results
- Maintaining a clean, professional and safe environment that shows we value people

Examples of behaviours that are in conflict with the value of excellence

- Ignoring safety hazards in The Association's premises and grounds
- Addressing issues only when they become critical

Unity - Collaborate with respect as a sign that the Committee value one another

Examples of behaviours that reinforce the value of unity

- Being open to the ideas and contributions of others
- Sharing information, knowledge and expertise with colleagues
- Recognising and acknowledging those who have performed well
- Assisting a colleague with a task rather than looking the other way
- Creating an environment which fosters and encourages change, growth and trust
- Consulting with colleagues when dealing with issues or challenges

Examples of behaviours that are in conflict with the value of dignity

- Taking credit for the work of others
- Spreading gossip
- Keeping information to one's self when it would be better to share it with colleagues
- Resisting or avoiding the opportunity to reconcile differences

Courtesy

Examples of behaviours that reinforce the value of courtesy

- Treating everyone with courtesy and respect
- Acting in a way that makes a person feel safe and at ease
- Creating an atmosphere of personal friendliness

Examples of behaviours which are in conflict with the value of courtesy

- Responding to a person with disinterest or lack of concern
- Knowingly make a person feel inadequate or embarrassed

Respect - Uphold the worth and dignity of all people

Examples of behaviours that reinforce the value of respect

- Treating everyone with respect, courtesy and sensitivity
- Valuing the competence and expertise of colleagues
- Respecting a person's right to make choices
- Communicating in a way that fosters trust and encourages others to speak openly

Examples of behaviours that are in conflict with the value of respect

- Showing disrespect for another person
- Being dismissive of an individual's ideas, suggestions or beliefs
- Acting in an aggressive or bullying manner
- Being unwilling to engage in communication that will contribute to a better working relationship with colleagues and members

Consequences for breach of Code of Conduct

Breaches of the Code of Conduct is considered to be very serious.

1. Where the Committee of the Association, by majority, is of the opinion that any member of The Association:

- a. has persistently refused or neglected to comply with a provision or the Code of conduct; or
- b. has persistently and wilfully breached the Code of Conduct; or
- c. has persistently and wilfully acted in a manner prejudicial to the interest of The Association;

2. The Committee may at a Committee Meeting, by resolution:
 - a. expel the member from The Association; or
 - b. suspend the member from membership of The Association.

3. Where the Committee of the Association, by majority, is of the opinion that any member of Committee of The Association:
 - a. has persistently refused or neglected to comply with a provision or the Code of conduct; or
 - b. has persistently and wilfully breached the Code of Conduct; or
 - c. has persistently and wilfully acted in a manner prejudicial to the interest of The Association;

4. The Committee may at a Committee Meeting, by resolution;
 - a. remove the member of Committee from the office of member before the expiration of the member's term of office; or
 - b. suspend the member of Committee from the office of member.

5. Any resolution under clause 2 and 4 will take effect immediately on the resolution being passed.

6. A member may appeal to the Committee in writing against a resolution passed in clause 2 or 4, within seven (7) calendar days from notice of the resolution being served in person or by email on the member, by lodging with the Secretary a written appeal. The written appeal must include evidence that the member did not breach the code of conduct. The resolution served on the member is not affected by the member lodging an appeal and remains in force. The Committee's decision on the appeal will be provided within thirty one (31) calendar days of the appeal being lodged and the Committee's decision as provided to the member will be final and cannot be contested.

7. These provisions override any existing rules, regulations, policies and/or documents.