



## CODE OF CONDUCT POLICY

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### 1. Purpose

To provide a framework of behavioural standards to which all DBCYA members and all persons on DBCYA premises agree to adhere.

### 2. Scope

This policy applies to all Dinah Beach Cruising Yacht Association (DBCYA) Management Committee members, members, employees, volunteers and visitors to the premises.

### 3. Policy Statement

DBCYA places great importance on high standards of ethical conduct in all aspects of the Association's administrative, social and nautical operations.

### 4. Code of Conduct

DBCYA requires all employees, Management Committee members, volunteers, members and visitors to (as relevant):

- 4.1 Act honestly and in good faith at all times in the interests of DBCYA and its stakeholders (ensuring that all are treated fairly according to their rights);
- 4.2 Carry out their duties in a lawful manner and ensure that DBCYA carries out its activities in accordance with its responsibilities, its Constitution and State and Commonwealth legislation;
- 4.3 Enthusiastically support DBCYA's aims, objectives and vision and not engage in conduct likely to bring discredit upon DBCYA's name, standing or reputation;
- 4.4 Act to promote values and attitudes of service, integrity, consideration for the individual, accountability, professionalism and personal responsibility;
- 4.5 Avoid conflicts of interests as far as possible. Any employee or Management Committee member who has a direct or indirect pecuniary interest in any matter being considered or about to be considered by the Management Committee shall, as soon as practicable, disclose the nature of that interest at a Committee Meeting. The disclosure must be recorded in the minutes and the individual concerned must not be present during any deliberations by the Committee and is not entitled to vote on the matter;
- 4.6 Not disclose to any other person any confidential and/or privileged or proprietary information entrusted to them (see confidentiality policy for further detail);
- 4.7 Treat all DBCYA Management Committee Members, employees, members, visitors, stakeholders and volunteers with dignity and respect, recognising that it is solely the role of the Commodore to instruct the General Manager in his or her duties and solely the role of the General Manager to instruct other employees in theirs.
- 4.8 In the event of any dispute arising between a member and another member, or a member and the committee, the Grievance and Dispute process as detailed in clause 36B of the DBCYA Constitution is to be adhered to. In the event of any dispute arising between an individual Management Committee member and an employee, Member, Stakeholder or Volunteer the issue is to be referred to the Commodore for resolution in accordance with

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DBCYA procedures. In the event of any dispute arising between the Commodore and an employee, member, stakeholder or volunteer the issue is to be referred to the Vice Commodore for resolution in accordance with DBCYA procedures. Should the dispute still not be resolved the Grievance and Dispute process as detailed in clause 36B of the DBCYA Constitution is to be adhered to.

- 4.9 Refrain from entering into any discussion or correspondence that could be construed as derogatory or libellous towards employees, members, Committee members or volunteers, both past and present;
- 4.10 Act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role and approach their work in a positive and constructive manner;
- 4.11 Meet criteria for membership, in accordance with eligibility guidelines as set out in the Constitution and relevant policies and guidelines;
- 4.12 Not take improper advantage of their position nor allow personal, family or business interest to conflict with the interest of the organization;
- 4.13 Agree to be bound by this Code of Conduct Policy and operate within the guidelines set out in the other governance policies as determined by the Management Committee; and
- 4.14 Make declaration should they find themselves unable to meet or to continue to meet the requirements of this statement.

**Signed:**

**DBCYA Commodore:**

**Name: Joy Eggenhuizen**

**Dated:**

21 June 2021

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