



Code of Conduct

PURPOSE

The Code of Conduct clarifies the standards of behaviour that are expected of staff and volunteers of Warwick Show and Rodeo Society Inc in the performance of their duties. It gives guidance in areas where employees need to make personal and ethical decisions. It is not intended to cover all issues that may arise. Rather, it is a framework within which staff and volunteers can address ethical issues, which may arise through the daily business of the organisation.

This Code establishes a standard by which staff and volunteers and management:

- conduct themselves towards other staff, volunteers, key stakeholders, government authorities and the general community;
- perform their duties and obligations to Warwick Show and Rodeo Society Inc
- fulfil the mission, goals and objectives of Warwick Show and Rodeo Society Inc and
- practise fairness and equity.

The Code of Conduct is established on the following values: respect for people, integrity, respect for the law, and diligence.

The successful development of an ethical environment relies on individuals being responsible for their own professional behaviour within the provisions of this code, policies of the Warwick Show and Rodeo Society Inc obligations of Federal and State legislation and relevant industrial instruments applying to contracts of employment.

Where there is doubt as to the application of the Code, or the appropriate course of action to be adopted, staff and volunteers affected should discuss the matter with their supervisor.

SCOPE

This policy applies to all workers of Warwick Show and Rodeo Society Inc, Officers (including Directors), committee members, employees (permanent, casual, temporary and contract) and volunteers.

CONTEXT

Warwick Show and Rodeo Society Inc is committed to the highest standards of conduct in education, training and administration. To meet this commitment, Warwick Show and Rodeo Society Inc has issued this Code of Conduct to align conduct with the organisational values and ethics that underpin Warwick Show and Rodeo Society Inc policies and procedures.

RESPONSIBILITIES AND DELEGATIONS

The Warwick Show and Rodeo Society Inc Board, Manager and senior officers are responsible for the effective management of the Code of Conduct.

All employees and volunteers have a responsibility to comply with legislation, Warwick Show and Rodeo Society Inc policy, procedures and the Code of Conduct, perform their duties effectively, provide impartial and accurate advice and act in a manner that promotes a productive and harmonious working environment.

Staff and volunteers are required to read and understand policy documents issued to them or circulated to them. If you are uncertain about the scope or content of policies with which you must comply, seek advice from your manager and examine the relevant policy and procedural documents. Serious breaches of this code by staff and volunteers will be deemed misconduct and may lead to disciplinary action. Breaches by contractors, volunteers and others may lead to a review of their engagement.

MONITORING, EVALUATION AND REPORTING

All managers and Association Officers are responsible for monitoring and evaluating the operation of this policy within their area of responsibility.

Managers and Association Officers will comply with all mandatory reporting requirements detailed in the guidelines to this policy.

CORE VALUES

RESPECT FOR PEOPLE

Warwick Show and Rodeo Society Inc is committed to creating a workplace that is free from bullying, harassment and discrimination, where people are respected, and diversity is embraced. To achieve this goal, management and staff and volunteers are expected to:

- treat people with respect, courtesy, honesty and fairness
- respect different values, beliefs, cultures and religions
- value the contribution of the people you work with, and work co-operatively
- not bully, intimidate, harass or discriminate against other people

Staff and volunteers are entitled to a safe and healthy work environment, where you are not bullied or harassed, or subject to violent or aggressive behaviour.

Managers have a special responsibility to model and promote these behaviours, and to help employees and volunteers understand them.

INTEGRITY

Warwick Show and Rodeo Society Inc staff and volunteers are in positions of trust. It is important to:

- Make fair and transparent decisions
- Not use one's position improperly so as not to gain an advantage in one's private life
- Report any fraud or corruption that one becomes aware of through work
- Make it clear that public comments about work matters are sometimes one's personal views
- Act in a financially responsible manner
- Only release Warwick Show and Rodeo Society Inc information when authorised.

Accessing inappropriate material using Warwick Show and Rodeo Society Inc resources, such as electronically accessing or forwarding pornographic material, will result in disciplinary action including dismissal.

RESPECT FOR THE LAW

Management and staff and volunteers at Warwick Show and Rodeo Society Inc are expected to have a working knowledge of the laws and policies that apply to their work, including the Code of Conduct. Managers have a special responsibility to help employees to understand laws and policies.

Management and staff and volunteers at Warwick Show and Rodeo Society Inc are expected to carry out any lawful and reasonable directions they are given and implement policies and practices that apply to their work. They have the right to question a direction or a policy if they believe it is unreasonable or unlawful.

DILIGENCE

Management, staff and volunteers are expected to:

- Work safely and to the best of your ability.
- Maintain and improve your knowledge and skills, with the support of your manager.
- Avoid conduct that could bring Warwick Show and Rodeo Society Inc into disrepute.
- Demonstrate leadership and stewardship.
- Ensure that your use of alcohol and other substances does not affect your work.

- Be open about reporting mistakes, and deal justly with colleagues when mistakes are made.
- Understand the financial, strategic and other implications of decisions.
- Promote and support the application of the Warwick Show and Rodeo Society Inc values.

RECORDS MANAGEMENT

Staff and volunteers need to be aware of their record keeping responsibilities and are reminded there is a legal requirement to adhere to proper records management practices and procedures.

All staff and volunteers must ensure that documents which form part of Warwick Show and Rodeo Society Inc public record are not placed in unofficial or private filing systems. All such documents are to be placed on official files.

Staff and volunteers must not remove documents from official files. They are controlled records, and must be complete, up-to-date and capable of providing organisational accountability when officially scrutinised.

Staff, volunteers and members must not damage, dispose of, or in any other manner, interfere with official documents or files. The destruction of records may only take place in accordance with a disposal and retention schedule which has been approved by the President.

ETHICAL DECISION MAKING

Staff and volunteers need to recognise the professional and ethical dimensions of their work and give proper attention to the values which should guide their decisions and actions.

When faced with a difficult question, management, staff and volunteers should ask:

- Who needs to be consulted in making this decision?
- Is the decision or conduct lawful?
- Is the decision or conduct in line with Warwick Show and Rodeo Society Inc principles as set out in policy, including this Code of Conduct?
- What will be the outcome for the staff and volunteers involved, work colleagues, Warwick Show and Rodeo Society Inc and its stakeholders?
- Do these outcomes raise a conflict of interest or lead to private gain?
- Can the decision or conduct be justified in terms of the interests of Warwick Show and Rodeo Society Inc or its members?
- Would the action or decision withstand public scrutiny?