



BALLARAT AGRICULTURAL AND PASTORAL SOCIETY

EMPLOYEES
&
VOLUNTEERS

CODE OF CONDUCT

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Introduction:

Ballarat Agricultural and Pastoral Society (BAPS) was established in 1856. BAPS is an affiliated member of Victorian Agricultural Shows Ltd.

Employees, volunteers and members are committed to promoting a positive and professional image of BAPS by ensuring they maintain high standards of good conduct when representing BAPS at local events or at external functions.

With these aims in mind, BAPS has formulated this Code of Conduct (the code).

Purpose:

The code seeks to promote and strengthen the good reputation of the Society by establishing standards of performance and behaviour. The primary focus of the code is to educate employees, volunteers and members on the importance of maintaining appropriate standards and to provide further education, counselling and other assistance to employees, volunteers and members whose conduct does not conform to the appropriate standard.

Subject to any obligations set out within this Code, a BAPS employee, volunteer or member is entitled to have his/her privacy including that of his/her family and friends respected whenever possible.

Definitions:

Employee	A person with a contract of employment with the BAPS
Volunteer	A volunteer is defined as a person who participates in an activity which takes place through not for profit organisations or projects and is undertaken: <ul style="list-style-type: none">• to be of benefit to the community and the volunteer;• of the volunteer's own free will and without coercion;• for no financial payment; and• in designated volunteer positions only.
Member	A person(s), company or other organization that holds a membership with BAPS.

<p>Bullying</p>	<p>Repeated unreasonable behaviour directed towards a person or group of people that creates a risk to health and safety, and reduces a positive working environment. This may apply to an employee, a volunteer or a member of the public or a member of a BAPS Committee.</p> <p>Bullying behaviour can range from very obvious verbal or physical assault to very subtle psychological abuse. This behaviour may include:</p> <ul style="list-style-type: none"> • physical or verbal abuse • yelling, screaming or offensive language • excluding or isolating employees • psychological harassment • intimidation • assigning meaningless tasks unrelated to the job • giving employees impossible jobs • deliberately changed work rosters to inconvenience particular employees • undermining work performance by deliberately withholding information vital for effective work performance
<p>Harassment:</p>	<p>Unlawful harassment occurs when someone is made to feel intimidated, insulted or humiliated because of their race, colour, national or ethnic origin; sex; disability; sexual preference; or some other characteristic specified under antidiscrimination or human rights legislation. It can also happen if someone is working in a 'hostile' – or intimidating – environment.</p> <p>Harassment can include behaviour such as:</p> <ul style="list-style-type: none"> • telling insulting jokes about particular racial groups • sending explicit or sexually suggestive emails • displaying offensive or pornographic posters or screen savers • making derogatory comments or taunts about someone's race or religion <p>asking intrusive questions about someone's personal life, including their sex life.</p>

<p>Racial and Religious Vilification and Race Hatred:</p>	<p>Racial and/or religious vilification occurs when a person behaves in a way that encourages hatred, revulsion or ridicule of another person, because of the other person's race or religion.</p> <p>Serious racial or religious vilification occurs where a person intentionally behaves in a way that encourages hatred, revulsion or ridicule of another person and threatens physical harm to that person or their property, or encourages serious contempt, revulsion or severe ridicule of that person/class of person, because of their race or religion.</p> <p>Race Hatred is offensive behaviour based on racial hatred. Racial hatred can include unlawful racially offensive behaviour in public based on the race, colour, national or ethnic origin of a person or group of people which is likely to offend, insult, humiliate or intimidate. Unlawful offensive behaviour might include:</p> <ul style="list-style-type: none"> • a speech at a public rally • putting racist posters or stickers in a public place • writing racially offensive comments in a publication <p>The act must have occurred within sight and hearing of other people (although other people do not have to be present) or in a place to which the general public is invited or has access.</p>
<p>Discrimination:</p>	<p>unlawful discrimination occurs when someone, or a group of people, is treated less favourably than another person or group because of their race, colour, national or ethnic origin; sex, pregnancy or marital status; age; disability; religion; sexual preference; trade union activity; or some other characteristic specified under anti-discrimination or human rights legislation.</p>
<p>Misconduct:</p>	<p>Refers to behaviours or actions by an employee of BAPS that meets the definition of misconduct under the relevant employment Award</p>
<p>Serious Misconduct:</p>	<p>Refers to behaviours or actions by an employee of BAPS that meets the definition of serious misconduct under the relevant employment Award</p>
<p>Principles of Natural Justice:</p>	<p>Involves all of the following elements:</p> <ul style="list-style-type: none"> • the right to a fair and prompt hearing; • presumption of innocence until proven guilty; • the right to attend hearings with a friend or support person, if required; • the opportunity for all parties involved to be heard; • the respondent having full knowledge of the nature and substance of the complaint; • the complainant not determining the outcome, but may be a party to it; • the right to an independent, unbiased decision-maker; • a final decision that is based solely on the relevant evidence.

EMPLOYEE, VOLUNTEER AND MEMBER RESPONSIBILITIES

Voluntary Work

BAPS volunteers should not engage or participate in any activity which may cause or aggravate any injury or illness and which prevents BAPS volunteers or members from carrying out volunteer work for BAPS to the best of the individual's ability. Should a volunteer have a pre-existing medical condition that may affect their ability to undertake the tasks they have been allocated they must advise the Executive Committee or the Director prior to commencement. All reasonable efforts will be made to make reasonable adjustment for the medical condition. If reasonable adjustment cannot be made, the Executive Committee or Director will endeavour to find alternative activities that will allow the volunteer to participate in a safe manner.

BAPS volunteers must ensure that they undertake any duties on behalf of the society in a safe and healthy manner and in accordance with the policies and procedures of the Society and the legislative requirements of the Occupational Health and Safety Act 2004.

Should a volunteer be injured while discharging their duties to the society they must report the injury within 24 hours of it occurring to the Director or a member of the Executive Committee.

Behaviour

BAPS employees and volunteers, should aspire to the highest standards of customer service, professional behaviour and ethical conduct.

BAPS employees and volunteers should strive to conduct themselves in a manner that will not bring BAPS into disrepute.

This clause applies to an employee, volunteer or member's behaviour which may include but is not limited to:

- a) Behaviour that occurs at any time whilst the employee or volunteer is undertaking work or service for BAPS;
- b) That involves public comment or comments made to other Societies or the media;
- c) That involves alleged illegal activities where the employee, volunteer or member has been charged by police;
- d) That involves a conviction for a criminal offence which directly impacts upon the employee, volunteer or member's ability to perform his duties for BAPS or impacts upon the reputation of BAPS in any way;
- e) Involves the consumption of drugs (including alcohol) which directly impacts the employee, volunteer or member's ability to perform his/her duty during a BAPS event and, which may breach the Occupational Health and Safety Act 2004 and BAPS policies or procedures or impacts upon the reputation of BAPS in any way.
- f) Involves conduct deemed by the BAPS Executive members, to have brought BAPS into disrepute.

A breach of this clause may result in the following actions being taken by the Society:

For an employee – may be subject to performance management measures or disciplinary action in accordance with clauses in the relevant employment award or agreement.

For volunteers/members – may be subjected to a censure motion from the BAPS Executive Committee, suspension for a period of time or disqualification from participating in future BAPS events. Serious breaches may result in expulsion from the society.

Respect and Responsibility

BAPS has a commitment to providing a safe and supportive environment for all employees and volunteers and the broader community. All employees, volunteers and members must ensure they behave in a respectful manner towards each other and to members of the public or legally appointed employees of government bodies or statutory authorities. While robust discussions are not discouraged, they must be conducted in a mutually respectful manner.

BAPS will not tolerate conduct or comments from volunteers, members or employees that constitutes racial or religious vilification or that may incite racial hatred.

BAPS will not tolerate conduct that constitutes harassment, discrimination or bullying, as defined by state and federal legislation, of any individual, customer, volunteer or employee.

A staff member found in breach of this clause may be subject to performance management or disciplinary action in accordance with the relevant employment award or agreement.

Volunteers or members found in breach of this clause may be subjected to a censure motion from the BAPS Executive Committee and/or disqualified from participating in future BAPS events. Serious or repeated breaches of this clause may result in expulsion from BAPS.

Property

BAPS employees and volunteers must show due regard for the property and facilities of BAPS, as well as the facilities and staff of other providers which a BAPS employee or volunteer may utilise during any authorised activities or events in which BAPS employees and volunteers may be engaged.

Where a BAPS employee or volunteer breaches this provision, he or she may be required to pay the relevant person or body an amount equivalent to the cost of repairing or replacing the damage the BAPS employee or volunteer caused to the property and/or facility.

Confidentiality of BAPS information

BAPS employees and volunteers must not at any time during the course of their duties for BAPS, or at any time after they cease volunteering or being in paid employment with BAPS, other than in the proper course of their duties or as required by law, divulge or disclose to any other person, any confidential information relating to BAPS or its business or any trade secrets of BAPS.. During their tenure, employees and volunteers must use their best endeavours to prevent the unauthorised disclosure of any such confidential information by a third party.

Substance Abuse and Alcohol

BAPS employees and volunteers must refrain from drinking excessive amounts of alcohol, whilst participating in any event or activity where they are representing BAPS. BAPS employees and volunteers must refrain from the taking of illicit and/or performance enhancing substances, or from consuming or abusing drugs which may impair their judgment or their ability to safely carry out their duties for BAPS.

A breach of this clause may result in the police being called to investigate any behaviour, action or activity that the Director or Executive Committee Members believe may be in breach of this clause.

Public Comment

BAPS employees and volunteers must not make public comments to the media or other organizations concerning BAPS. All public comment must be authorized by the Executive Committee and only the Director and/or the President are the authorised to represent BAPS.

Occupational Health and Safety

BAPS has a commitment to maintaining a safe working environment for all employees, volunteers and the public and to meet its statutory obligations. BAPS employees and volunteers are required to adhere to BAPS Health and Safety Policy and any relevant procedures and ensure compliance with the Occupational Health and Safety Act 2004 and associated regulations.

Breaches of this clause may result in:

A staff member found in breach of this clause may be subject to performance management or disciplinary action in accordance with the relevant employment award or agreement.

Volunteers or members found in breach of this clause may be subjected to a censure motion from the BAPS Executive Committee or disqualified from participating in future BAPS events. Serious or repeated breaches of this clause may result in expulsion from BAPS.

Both volunteers and employees may also be liable for individual action or penalty by WorkSafe Victoria.

Breaches of Code – Complaints

Any BAPS employee or volunteer, who has on reasonable grounds or believes breach of the code of conduct has occurred, may express their complaint or concerns in writing addressed to the President or Director.

The President or Director will inform the BAPS Executive Committee of the complaint or concern. A sub-committee of the BAPS Executive Committee will be formed to address the concern or complaint and act in the best interest of BAPS, to achieve a satisfactory outcome. The principles of natural justice will be applied when investigating any complaints/concerns raised. The sub-committee reserves the right to appoint an independent, external investigator.

A written response, setting out the complaint/concern and the steps taken to address these issues will be provided to the complainant within 60 working days of the complaint being received.