

Gold Coast Potters Association

Code of Conduct Policy



INTRODUCTION

The purpose of the Code of Conduct is to promote a harmonious community by setting clear standards of expected behaviour. By 'community', we mean students, teachers, workshop facilitators, members, volunteers and the Association's leadership committee.

The intention of the Code of Conduct is to emphasise the Association's values along with the non-negotiable requirements relating to professionalism, respect, and compliance.

1. Professionalism

- At all times, representatives of the Association (committee and teachers) are expected to conduct themselves in an ethical and professional manner, both within and outside of the Association's events and activities.
- Committee members and teachers should prioritize the interests of the Association and its mission above personal or individual self-interests.

2. Respect

- All individuals are entitled to respect, regardless of their role, background, or level of experience.
- Respectful and courteous communication is essential in all interactions, including classes, discussions in meetings, and online forums.
- Constructive feedback should be offered with pure intentions, and received graciously with the aim of learning and improvement.
- Members are to respect the privacy and confidentiality of others and refrain from sharing sensitive information without consent.

3. Compliance

- Members of our community are expected to familiarise themselves with and adhere to the law, applicable regulations and the policies and procedures governing the Association's operations.

The following summarises our values and guiding behavioural principles as well as the unacceptable behaviours most likely to result in formal disciplinary action. By upholding our values, and adhering to this Code of Conduct, our members contribute to a positive and inclusive community for all.

OUR VALUES and GUIDING BEHAVIOURAL PRINCIPLES

Our community is expected to comply with the law, uphold professional and ethical standards and behave in ways that are aligned with our values:

- **FUN** – We don't take ourselves too seriously and encourage celebrations, playfulness and laughter within our community.
- **LEARNING** – We learn and develop our pottery skills by asking questions, taking instruction from experienced teachers and sharing our knowledge and talents with each other.
- **INTEGRITY**– Honesty and transparency are fundamental operating principles. We perform with integrity on all matters including financial, governance and decision making. We share accountability for the Association's outcomes.
- **COLLABORATION** – To create trust and foster a vibrant community, we share all relevant information, discuss boundless topics, and contribute and collectively support each other in our efforts to maintain operations and achieve our goals.
- **COMMUNICATION** – We engage and involve the right people at the right time. We maintain the safety of others, listen to understand and respectfully honour people's contributions, even where we might disagree.

- **INNOVATION** – We challenge the status quo and actively identify opportunities for greater efficiencies and continuous improvement. We advocate and lead change for the benefit of the Association.
- **INCLUSION** – We are compassionate and welcome all people regardless of skill level, age, race, spiritual beliefs, sexuality, gender identification and mental or physical conditions. Inclusion in our community is solely dependent on upholding our values and compliance with the policies and procedures that serve to ensure a safe work environment.

UNACCEPTABLE BEHAVIOUR

Behaviours that will not be tolerated are (yet not limited to) the following:

- Blatant disregard for the Association's values, policies and operating procedures that are designed to keep our community and assets safe from harm.
- Using position or authority to gain advantage over or exploit the vulnerability of others.
- Being complicit and/or participating in unlawful acts (Criminal Code Act, 1995).
- Acting in a discriminatory, harassing or violent way toward others either directly, indirectly and/or on social media platforms (Anti-Discrimination Act, 1991)
- Non-disclosure of corruption, unethical operating practices and/or conflicts of interest (Corporations Act, 2001: Australian Charities and Not for Profits Commission Act, 2012).
- Intentionally sourcing products, equipment or materials from unethical global supply chains (Modern Slavery Act, 2018).
- Lack of care for each other and/or intentional damage to property and assets (Work Health and Safety Act, 2011).
- Disclosing private information without prior approval and consent (Privacy Act, 1988).
- Plagiarism and intellectual property infringement (Copyright Act 1968).

REPORTING OF GRIEVANCES

Any concerns or breaches of this Code of Conduct should be promptly reported in writing (by email) to the Executive Committee (President, Treasurer and Secretary). Please refer to the Association's Grievance Procedure which sets out the process by which concerns are raised, investigated and managed toward resolution.

DISCIPLINARY ACTION

Depending on the severity (and following an investigation), breaching the Code of Conduct may result in disciplinary action. This can include:

- Coaching support to shift the behaviour.
- A preliminary verbal warning and corrective action agreements.
- A formal written warning with corrective action agreements.
- Suspension of membership and/or participation in association classes and activities.
- Termination of membership and/or participation in association classes and activities.
- Reporting to the relevant authorities.

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