



## CODE OF CONDUCT

The purpose of the Code of Conduct is to establish a common understanding of the standards of behaviour that are expected of all members & teachers of the Central Coast Potters Society.

The Code of Conduct applies to all financial members, volunteers, contractors and visitors while undertaking any role or activity related to the Central Coast Potters Society (CCPS).

It is a requirement of membership to the Central Coast Potters Society that all CCPS members & teachers familiarise themselves with this Code of Conduct and ensure that its principles are observed at all times. Violations of the Code of Conduct may result in cancellation of membership or teaching position and removal from the CCPS.

## THE PRINCIPLES

The Code of Conduct is based on the following fundamental ethical principles.

### Respect for the Law

Central Coast Potters Society members & teachers, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

### Respect for all Persons

Central Coast Potters Society members & teachers are expected to treat members, students, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own;
- Courtesy and responsiveness in dealing with others;
- Fairness when interacting, supervising and dealing with other members;
- Making decisions that are procedurally fair to all people according to the principles of natural justice;
- Requesting permission before photographing CCPS members and/or their work;
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction;
- An awareness and respect for cultural differences;
- Engaging in rational debate, allowing for alternative points of view to be expressed;
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation.

## **Integrity**

Central Coast Potters Society members & teachers should be honest in carrying out their duties and avoid conflicts between their private interests and their CCPS responsibilities, with respect to:

- Use of confidential information obtained in the course of CCPS duties;
- External activities and public comment.

## **Diligence**

Central Coast Potters Society members & teachers should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially;
- Observing CCPS Health and Safety guidelines;
- Exercising care and consideration for others in CCPS related activities;
- Ensuring outside interests do not conflict with a CCPS member's duties or responsibilities;
- Being encouraged to report fraud or corrupt conduct to an office bearing executive of CCPS and/or external authorities where appropriate.

## **Working with Children**

The Central Coast Potters Society adheres to the NSW State Government's Working with Children Check legislation and relevant procedures.

## **Conflict of Interest**

CCPS members & teachers must declare interests which conflict, either perceived or actual, with their CCPS duties and activities.

A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

## **Confidentiality**

Personal information about a member or course or workshop participants should not be disclosed without the consent of the person or unless there is a lawful authority for its disclosure.

Documents and information of the CCPS should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent.

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This document will be revised annually in the month of October by the outgoing CCPS Management Committee.

*As adopted by the Central Coast Potters Society Management Committee on Tuesday 16 June 2020.*