

# **Hampton Bayside Bowls Club Inc**



**Code of Conduct**

**November 2024**

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## 1.0 Our Values

Our values serve as a solid foundation for the how we operate as a club. The Hampton Bayside Bowls Club (HBBC) values are:

- Respect
  - o We treat every individual with dignity and respect, regardless of background or position, and create an environment where everyone feels valued and respected.
  - o Our culture of respect extends beyond the HBBC, it influences how we engage with our partners and the broader community.
- Integrity
  - o Being honest, inspiring trust by staying true to your word, and owning up to your mistakes.
  - o We believe in doing the right thing, even when no one is watching.
- Inclusivity
  - o Collaborating effectively with people of diverse backgrounds and cultures, nurturing, and encouraging diverse perspectives, and creating a sense of belonging for all.
  - o We celebrate differences and cultivate a culture of belonging, where every individual feels accepted and respected.
- Transparency
  - o Transparency is essential to building trust and accountability within our organisation and beyond.
  - o We operate with transparency, providing clear insights into our processes, decisions and performance.
- Collaboration
  - o Collaboration isn't just encouraged; it's essential to our success, as we unite to achieve a common goal.
  - o Collaboration is a key driver of growth, leveraging diverse perspective to solve complex challenges.

## 1.1 Speaking Up

It is expected that all members can report any potential wrongdoing – whether a violation of the Code of Conduct or other unethical or unlawful conduct involving any members or guests. As stated in the Grievance/Conflict Handling Process outlined in Section 4, any report of actual or potential violations of the Code of Conduct or other unlawful or unethical conduct will be promptly reviewed.

We will not tolerate threats or acts of retaliation against you for making any reports.

## **2.0 Code of Conduct – Members, Guests and Visitors**

HBBC is committed to providing a safe, friendly, inclusive, flexible and respectful environment for members, staff and visitors, free from all forms of racism, discrimination and harassment, and ensuring that everyone who visits the club is treated with care, respect and dignity.

The COC aims to ensure that everyone involved in club, in any capacity, is aware of the standards of behaviour expected of them, and of conduct that is prohibited in and around all areas of the club. These expectations are also required when members are visiting other clubs or premises as a representative of HBBC.

Any person who is on club premises is required to adhere to the Constitution, By Laws, Child Safe Policy and any other policies that are, or will be put in place to safeguard all who visit the HBBC.

### **2.1 Standards of Behaviour**

Following are the standards of behaviour we expect from all members, guests and visitors to the club.

- Support the Club's purpose and mission and encourage an atmosphere of fellowship and socialisation among all the members.
- Respect and protect confidential information obtained through involvement with the club in any form.
- Be ethical, considerate, fair and honest in all dealings with other people and show respect for cultural and social values of all members.
- Treat everyone with courtesy and dignity and have proper regard for their rights and obligations.
- Act with honesty, integrity and objectivity and be accountable for their own behaviour and actions.
- Use language that is acceptable to all – obscene, offensive, abusive, threatening, or intimidating language will not be tolerated.
- Act with care and diligence to safeguard the health and safety of themselves and others.
- Behave in a manner that will not create a public nuisance and/or disturbance within or around the club premises, considering the residential location.
- Comply with all reasonable directions of, and accept, all decisions of HBBC.

### **2.2 Prohibited Conduct**

The following activities are prohibited within the club's environs and at any location where a member is representing HBBC.

- Engage in behaviour that would impair public confidence in the Club.
- Engage in any detrimental conduct or activity including, without limitation, making public comment, including on social media, against the club.
- Make or circulate false, malicious or derogatory comments or criticism of a member(s) within the club environs, in public or in any social media.
- Use the membership or facilities of the club for personal or material gain.
- Engage in abuse (physical or verbal), bullying, harassment (written or verbal), sexual misconduct, unlawful discrimination, victimisation or vilification. The definition of written includes by letter, e-mail, text messaging and any form of social media.

- Engage in child abuse, grooming, misconduct with a child, failure to comply with child safe practices or with relevant obligations under child protection legislation, including obligations relating to reporting, recruitment/screening and working with children checks.
- Use, possession or trafficking of illegal drugs on the premises and at any function or activity where club members are present.
- Disrupt staff or club volunteers from performing their duties.
- Engage in improper use of information acquired by virtue of their position within the club to gain, directly or indirectly, an advantage for themselves or for any other person or to cause detriment to the Club.

## **2.3 Bowls Section**

In addition to the general Code of Conduct, and any specific rules and guidelines set by the Bowls Section, all bowlers including Committee members, officials and coaches, who play in club, region, state and national events must adhere to the Rule 3(d) in the Constitution:

“abide by, promulgate, enforce and secure uniformity in the application of the Laws and Rules of Bowls as may be determined from time to time by Bowls Victoria, Bowls Australia and/or World Bowls and as may be necessary for the management and control of Bowls and related activities in Victoria.”

## **3.0 Board of Management**

### **3.1 General**

All members of the Board of Management shall use their best endeavours to:

- govern and to represent all members and their interests in an honest, moral and ethical manner;
- observe all applicable laws and regulations governing a not-for-profit incorporated entity;
- recognise that the chief function of the Board of Management always is to serve the best interests of HBBC;
- conduct organisational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion;
- serve with respect, concern, courtesy, and responsiveness in executing HBBC's Strategic and Operational Plans; and
- demonstrate the highest standards of personal integrity and honesty in all activities.

### **3.2 Director's Interests**

No member of the Board of Management shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as a Board member with HBBC. Members of the Board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board.

Refer to Rule 21 of the Constitution of the Hampton Bayside Bowls Club, Inc for rules and regulations guiding Director's material personal and financial interests.

These rules shall also apply to any Board member's immediate family or any person acting on his or her behalf.

### **3.4 Active Participation**

Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- being prepared to discuss the issues and business on the Agenda, and having read all background material relevant to the topics at hand;
- cooperating with and respecting the opinions of fellow Board members, and leaving personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Board member personally did not support the action taken;
- showing respect and courteous conduct in all Board and committee meetings;
- refraining from intruding on administrative issues that are the responsibility of others, except to monitor the results and ensure that procedures are consistent with Board policy; and
- observing established lines of communication.

## 4.0 Grievance/Conflict Handling Process

If a member feels they have been treated unreasonably by another member(s) or has a general grievance that cannot be resolved by discussion and or mediation, the Club has a grievance procedure which they can use to resolve any conflicts.

By implementing a structured grievance process, we intend to foster a culture of transparency, accountability, and fairness while effectively addressing concerns within HBBC.

### Designated Grievance Officer

A designated grievance officer will be appointed as an independent mediator to oversee the grievance process. This person will be knowledgeable about conflict resolution techniques and will oversee any investigations and resolutions.

### Reporting Mechanism

Reporting grievances can be done in a few ways, these include: a designated email address \*\*\* and/or an anonymous box located in \*\*\*. Reports should include the name of the responsible party the grievance is against, an outline of the grievance, and the other party(ies) involved in grievance. This process is intended to ensure confidentiality and protection for whistleblowers to encourage open communication.

\*\*\* to be determined.

### Process for Assessing Grievance

#### Initial Assessment

Upon receiving a grievance, the designated officer will conduct a preliminary assessment to determine its validity and seriousness and gather relevant information and documentation to understand the nature of the complaint.

#### Investigation

If the grievance warrants further investigation, a qualified individual or committee will be appointed to conduct a thorough inquiry. They will ensure impartiality and fairness throughout the investigation process. Relevant parties will be interviewed and evidence collected to reach an informed decision.

#### Resolution

Based on the investigation findings, the designated officer or committee will propose appropriate solutions or remedies to the Board, or sub section of the Board if a Board member is the subject of the grievance. Solutions may include mediation, disciplinary action, policy changes, or organisational reforms, depending on the nature of the grievance.

#### Communication

The resolution will be communicated to all parties involved in a clear and timely manner; and provide an opportunity for feedback and clarification if needed.

#### Follow-up

Implementation of the resolution will be followed up with the parties involved to ensure compliance and effectiveness and to address any lingering concerns or repercussions.

#### Documentation and Review

Thorough records of all grievances, investigations, and resolutions will be maintained for future reference and compliance purposes, and regular review of grievance process undertaken to identify areas for improvement and make necessary adjustments.