



Sunshine Coast District Bowls Association

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SUNSHINE COAST DISTRICT BOWLS ASSOCIATION

POLICY 01/23 CODE OF CONDUCT

Application

This policy applies to all personnel who represent the Association in any capacity, including the members of the Management Committee, the Chairpersons and all members of sub-committees, Bowls Queensland delegates.

Players and officials selected to represent the district in any competition will be required to sign a specific Code of Conduct.

This policy was endorsed by the Management Committee at their meeting on 17th April 2023 and shall remain in effect indefinitely.

Execution

As soon as practicably after appointment to a position or role, each person shall sign a copy of this document and pass it to the District Secretary for registration and recording. Persons nominating for official positions are required to agree to sign this document as precursor to any nomination being accepted. Any person failing to do so or refusing to do so shall be stood down from their position or role.

Breaches

Any reported breach of the Code of Conduct shall be dealt with in accordance with the SCDBA Discipline Policy 02/23.

SUNSHINE COAST DISTRICT BOWLS ASSOCIATION INC – CODE OF CONDUCT

The SCDBA Code of Conduct is intended to guide all Committee and Sub-Committee Members and representatives and in their dealings with players, other personnel, and agencies.

The Code of Conduct is a set of principles that provide guidance on acceptable and unacceptable behavior and to promote honest and ethical conduct and deter wrongdoing.

Whether you are on SCDBA premises, at a SCDBA function or handling information relating to SCDBA, you are required to conduct yourself in a professional manner consistent with the highest community standards and within applicable laws and regulations.

Where these standards are breached, counselling and disciplinary action will occur, which could result in termination of your relationship with the SCDBA for acts of serious misconduct and, in appropriate circumstances, legal and criminal proceedings.

All members shall conduct themselves in accordance with the following principles:

- Honesty / Truthfulness. Members are placed in a position of trust and are expected to be honest in carrying out their duties.
- Integrity. Integrity results from consistent decisions to act ethically in different situations and to consistently uphold the ethical principles of the SCDBA.
- Respect. A respectful workplace is safe, free from discrimination and harassment. Members should treat everybody with courtesy, fairness, and equity; avoid behavior that may be perceived as harassing, intimidating, bullying or physically or emotionally threatening and refrain from acting in a way that would harm the reputation of the SCDBA.
- Quality. Quality means doing everything to the best of one's ability and striving to better meet the needs of our associates.
- Responsibility and Accountability. Responsibility calls on us to accept the obligation to act in certain ways. Accountability is the willingness to accept the consequences of our actions. Together they are the cornerstone of mature, ethical behavior.
- Professionalism. Members should carry out their duties in a professional, responsible manner ensuring that they always exercise the best possible professional judgement.
- Privacy. Members should respect the privacy of our Clubs and players and maintain the confidentiality of information received in the course of their duties in as far as is practicable.

I will:

- Ensure that the confidentiality of sensitive information relating to SCDBA, or its operations is always respected.
- Ensure the protection and enhancement of SCDBA's image and success.
- Refrain from engaging in exploitation, misinformation and misrepresentation regarding SCDBA's operations.
- Refrain from any behavior that is bullying, harassing or discriminatory.
- Refrain from using the SCDBA's computers, phones, internet for personal use (unless they forms part of an agreement).
- Refrain from soliciting gifts or gratuities from sponsors.
- Recognise and deal appropriately with any conflict of interest.
- Be punctual for meetings and diligently perform my tasks, using my skills and best judgment.
- Maintain an appropriate businesslike standard of appearance while performing duties.
- Undertake my duties conscientiously, efficiently, economically, and effectively, working safely and ensuring the safety and security of all SCDBA's members.
- Act as an ambassador for the SCDBA, and not directly or indirectly engage in any behavior or activity which could, by association, cause the SCDBA public embarrassment or bring their image into disrepute.
- Have regard to the protection of the environment.

Signing of this Code of Conduct confirms acceptance of the responsibilities it entails as listed above.

I, accept and agree to adhere to the SCDBA Code of Conduct.

Name:

Position:

Date:/...../ 2023