

DARLING DOWNS AERO CLUB (DDAC) - Code of Conduct

1. Code of Conduct

- 1.1 This Code of Conduct ('Code') is an integral part of DDAC's Business Practices Compliance to current Industrial Relations (IR) legislative/regulatory requirements. It combines into this one document a number of current policies, procedures, codes and standards applicable to the minimum standards of behaviour and conduct required of DDAC Board, Staff and members. This code also operates in conjunction with other policies that applicable to all who are part of DDAC that includes, but is not limited to: *Work Place Health and Safety*.

2. Scope

- 2.1 Operational management either at Board direction/request, or exercising their delegated rights to direct, tell, request or ask workplace participants to do what is required to ensure that DDAC operates as required, is not bullying, discriminatory, harassment, intimidation, nor inappropriate.
- 2.2 The Code applies to the Board, all staff/employees (*full/part time/temp.*), agents and contractors (*including temporary contractors*) of DDAC, collectively referred to as 'workplace participants'. The Code, also where applicable, applies to club members and visitors/guests using club facilities.
- 2.3 The Code forms part of any workplace participant's or contractor's employment agreement.

3. Purpose

- 3.1 DDAC recognises and actively promotes best practice in its work environment, as described in the various legislative instruments which are underpinned by the standards of behaviour and conduct expected from all workplace participants and others using club facilities, as described in this Code and in their dealings with customers, suppliers, contractors, clients, co-workers, management and the general public, wherever that maybe.
- 3.2 DDAC expects all workplace participants and others using our facilities to observe the standards set out in this Code. Compliance with this Code is expected and non-compliance may result in disciplinary action up to and including the termination of employment, contract for services, or membership.

4. The Code requires

- 4.1 All workplace participants to observe the highest standards of ethics, integrity and behaviour during the course of their employment or engagement with DDAC. This Code provides an overview of DDAC's fundamental business values. It is by no means exhaustive, but summarises some of DDAC's most important policies, which are based on legal/regulatory requirements, standards that underlie business ethics and professional integrity which are standards that apply to all workplace participants.

(Ref: Attachment 01 – Legal / Regulatory References).

- 4.2 As representatives of DDAC, all workplace participants are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside and outside the workplace where the workplace participant can be perceived as representing DDAC:

- a) Comply with all laws, policies, procedures, rules, regulations, standards, codes and contracts.
- b) Comply with all lawful and reasonable directions from DDAC.
- c) Be honest, ethical and fair in dealings with customers, clients, suppliers, co-workers, management and the general public.
- d) Display the appropriate image of professionalism at the workplace. This may include wearing the required uniform, safety equipment or work clothes in a presentable manner and if a workplace participant wears their own clothes, ensuring their appearance is neat and tidy.
- e) Treat customers, clients, suppliers, co-workers, company management and the general public in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation or harassment based on a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.
- f) Promptly report any violations or abuse of law, ethical principles, policies and this Code.
- g) Maintain punctuality. If a workplace participant is late or cannot report for work, telephone within 2 hours and let the manager/staff know as soon as possible.
- h) Do not use work time for private gain. If a workplace participant is required to leave the work premises for personal reasons, they should advise their Manager well in advance.
- i) DDAC has a legitimate lawful interest in the private activities of workplace participants where such activities such as social media activity, may bring disrepute upon DDAC in its relationships with customers, clients, suppliers, and the general public at large and may possibly compromise the workplace participant's fitness for continued employment or to provide services into question.
- j) Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities.
- k) Observe work place health and safety policies and obligations and co-operate with all procedures and initiatives taken by DDAC in the interests of work place health and safety.
- l) Be truthful in all dealings with persons encountered at the workplace. Workplace participants must not make false or misleading declarations during the performance of their duties or when providing services on behalf of DDAC. A declaration can be considered to be misleading if information is omitted or presented in a manner that enables a misleading view of the situation to be formed. This includes failure to comply with reporting requirements and falsifying records and other documents.
- m) Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or biased performance.
- n) Not act for an improper or ulterior purpose to the detriment (*whether perceived or actual*) of DDAC.

- o) Workplace participants must not abuse the advantages of their position for private purposes or solicit or accept any gift or benefit in connection with their employment or engagement which might compromise or be seen to compromise their integrity or DDAC's reputation.
- p) Respect DDAC's ownership of all of its property including but not limited to funds, equipment (*IT & other*), supplies, books, records and confidential information (*however described*).
- q) Maintain during their employment or engagement with DDAC and after the termination of employment or engagement, the confidentiality of any confidential information, records or other materials acquired during the employment or engagement with DDAC. On cessation of employment, for whatever reason, all company property and or information, in any form, is to be handed into the management immediately.
- r) While employed at DDAC, not accept any employment (*paid or pro bono*) with another organisation, that is a supplier or competitor of DDAC, nor any other employment that is in conflict with your position at DDAC without the approval of the HoO then Board approval.
- s) Not make any unauthorised statements to the media about DDAC's business (*requests for media statements should be referred to the Rob Hannemann*).
- t) Do not fight nor initiate verbal confrontations in the work place. This may lead to disciplinary action and or termination of employment or membership.
- u) Do not use inappropriate language in the workplace. Again continuing to do so may lead to disciplinary action and or termination of employment or membership
- v) Never report for work in circumstances where there is a risk that you could be affected by or be 'under the influence' of illicit drugs or alcohol (**eg**; *if you have ingested or otherwise taken drugs or alcohol the night before or in the period leading up to your next work period*). If a workplace participant is taking prescription medication, they must inform their manager at the commencement of their working day. Workplace participants may be required to produce medical evidence to prove their medication does not affect their capacity to perform their duties in a safe manner without harm to themselves or others.
- w) Do not smoke during working hours unless it is during prescribed breaks and within designated areas.
- x) Grievances that include, but may not be limited to: abuse, discrimination, inappropriate behaviour or unfair treatment should in the 1st instance be proceeded with through internal processes chain of responsibility and authority.
- y) Incidents or events of an unsafe nature are to be reported to and documented immediately, for appropriate work place health and safety or management action.

5. Issues for Board, Managers, Staff

5.1 Board, Managers and supervisors should:

- a) Promote a team spirit through consultation and communications.
- b) Maintain confidentiality so far as is reasonably practicable when conducting investigations into grievances and disputes.
- c) Avoid bias in decision making.

- d) Declare conflicts of interest and absent oneself from decision making where conflict of interest is involved.
- e) Ensure compliance with DDAC's policies and procedures when carrying out counselling and discipline.
- f) Exercise objectivity when administering rewards or discipline.
- g) Not condone, permit, or fail to report any breaches of the Code as outlined above by workplace participants under their supervision.

6. Breaches of this code

- 6.1 A breach of this Code may lead to disciplinary action including, but not limited to, termination of employment or services.

Variations

DDAC reserves the right to vary, replace or terminate this Code from time to time.

Code version and revision information

Code authorised by: Rob Hannemann Original issue: 01/05/2018
 Title: Board President
 Code approved by: Andrew Nacsa Current version: Draft
 Title: Head of Operations
 Review date: 26/09/2018

Code maintained by: Tracey Locke
 (*Electronically on HR Advance*)
 Title: Administration Manager
 Review date: 26/09/2018

Workplace participant acknowledgement (Note: this will be done electronically on HR Advance)

I acknowledge:

- *receiving the DDAC Code of Conduct;*
- *that I will comply with the Code; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment or contract for services or membership.*

Workplace

participant name: _____

Signed: _____

Date: _____

ATTACHMENT 01- LEGISLATIVE/REGULATORY REFERENCES

Legislative / Regulatory Doc. Reference	Date – Version	Notes/Comments
Guide for preventing & responding to workplace bullying.	May 2016	Safe work Australia
Unfair Dismissal—Guide 1	July 2016	FWC (<i>Fair Work Commission</i>)

DDAC Board Authorized