



## Code of Ethics Policy

Policy number	4	Version	2
Drafted by	President	Responsible Person	President
Approved by	10/07/2019	Review Timetable	Every 2 years
Committee on			
<b>Review History:</b>			
Date: 14/7/2020		By: Secretary	
Date: 21/9/2022		By: President	

### INTRODUCTION

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. An organisational culture that takes ethical considerations into account at every point cannot be produced simply by having the Committee lay down a code; ethical principles must arise from consultation with and responsiveness to the organisation's members, community, employees and volunteers.

### PURPOSE

This policy is designed to provide guidelines for procedures that will allow Gallipoli Barracks Community Centre (GBCC) to evolve a consensus on the ethical principles that should guide its conduct.

### POLICY

Gallipoli Barracks Community Centre (GBCC) commits itself to operating in accordance with an ethical code drawn up through agreed procedures following consultation with members, community, employees and volunteers.

### AUTHORISATION

*[Handwritten signature]*  
Committee Secretary

Date:

01/06/2023





## Code of Ethics Procedures

Policy number	4	Version	2
Drafted by	President	Responsible Person	President
Approved by	10/07/2019	Review Timetable	Every 2 years
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### RESPONSIBILITIES

It shall be the responsibility of the committee to be accountable for carrying out the process of developing a Code of Ethics for the Gallipoli Barracks Community Centre.

The President shall be responsible for disseminating the eventual Code of Ethics and of ensuring its observance.

### PROCEDURES

The Committee shall organise consultation with members, community, employees and volunteers as to:

- The values that the GBCC wishes to embody, and
- The specific ethical imperatives that are implied by these values.

The discussions around these issues should be used as a means to raise awareness of the significance of ethical attitudes to the effective operation of the GBCC.

The Committee shall then

- Review the policies of the GBCC to ensure that these are not in conflict with the GBCC's ethical principles, and
- Draw up a draft Code of Ethics for the GBCC.

It should be noted that the GBCC's ethical position is represented both by the GBCC's policies and by its Code of Ethics, and any particular ethical guideline does not necessarily need to be repeated in both.

The draft Code of Ethics should then be circulated for discussion and comment to members, community, employees and volunteers. Again, the discussion should be used to forward a commitment among all concerned with the GBCC to the ethical operation of the GBCC.

The Committee shall draw a final draft of the Code of Ethics. The Committee may make any alterations as it sees fit, and the resulting Code of Ethics shall be presented for the approval of the membership at the next General Meeting.

Once the Code of Ethics has been approved by the General Meeting it shall be implemented by the GBCC. Procedures should then be instituted to provide sanctions and penalties for breaches of the Code.

## RELATED DOCUMENTS

- [Constitution](#)
- [Affirmative Action Policy](#)
- [Anti-Discrimination Policy](#)
- [Equal Employment Opportunity Policy](#)
- [Sexual Harassment Policy](#)
- [Bullying Policy](#)
- [Family Friendly Policy](#)
- [Conflict of Interest Policy](#)
- [Transparency & Accountability Policy](#)
- [Legislative Compliance Policy](#)
- [Acceptable Use of Electronic Media Policy](#)

## AUTHORISATION



Committee President

Date: 1/6/2023

## APPENDIX A

# CODE OF ETHICS

### Introduction

This Code of Ethics sets forth legal and ethical standards for Volunteers, Committee and employees of Gallipoli Barracks Community Centre. This Code is intended to deter wrongdoing and to promote the ethical conduct of all Centre business.

### VOLUNTEERS

- Shall, in all business conducted under the aegis of Gallipoli Barracks Community Centre, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the constitution, policies, and rules of the organisation;
- Shall treat the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect;
- Shall undertake any training necessary for the performance of their duties;
- Shall, in any work carried out for the organisation, follow the directions of their designated supervisors;
- Shall not so act as to bring the organisation or its mission into disrepute.

### STAFF

- Shall, in all business conducted under the aegis of Gallipoli Barracks Community Centre, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the Constitution, policies, and rules of the organisation, including any policies on conflict of interest;
- Shall enthusiastically and competently carry out the duties specified by their contract of employment;
- Shall treat the other staff of the organisation, and the members of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect;
- Shall undertake any training necessary for the performance of their duties;
- Shall, in any work carried out for the organisation, follow the directions of their designated supervisors;
- Shall not so act as to bring the organisation or its mission into disrepute.

## **MEMBERS**

- Shall observe the provisions of the Constitution, policies, and rules of the organisation;
- Shall treat the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect;
- Shall not so act as to bring the organisation or its mission into disrepute.

## **COMMITTEE MEMBERS**

- Shall, in all business conducted under the aegis of Gallipoli Barracks Community Centre, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the Constitution, policies, and rules of the organisation;
- Shall, as far as possible, attend all meetings of the Committee, and, in the event that they are prevented from attending any meeting of the Committee, shall notify the Secretary of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;
- Shall undertake any training necessary for the performance of their duties;
- Shall treat the other members of the Committee, and the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, with respect;
- Shall not so act as to bring the organisation or its mission into disrepute.

## **OFFICE BEARERS**

- Shall carry out enthusiastically and competently the duties assigned to the position;
- Shall, in all business conducted under the aegis of Gallipoli Barracks Community Centre, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the Constitution, policies, and rules of the organisation;
- Shall, as far as possible, attend all meetings of the Committee, and, in the event that they are prevented from attending any meeting of the Committee, shall notify the Secretary of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;
- Shall undertake any training necessary for the performance of their duties;
- Shall treat the other members of the Committee, and the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, with respect;
- Shall not so act as to bring the organisation or its mission into disrepute.