

Mt Beauty & District Men's Shed

Code of Conduct

1. Purpose:

The purpose of this Code of Conduct is to develop and maintain a standard of conduct that is appropriate and acceptable to all members.

2. Scope:

- 2.1 This Code covers members rights and responsibilities, conduct of all Shed members, conduct in the Workshop and conduct of the Committee.
- 2.2 The Code also outlines the consequences of repeated transcreations of the Code, appeal process and grievance procedures.

3. Members Rights and Responsibilities:

Every Shed member has a right to:

- 3.1 Feel welcome and safe in the Shed.
- 3.2 Be treated fairly and with respect.
- 3.3 Express views, ideas or suggestions without fear of ridicule or denigration.
- 3.4 Have their achievements valued, recognised and acknowledged.
- 3.5 Learn, teach and volunteer.
- 3.6 Be a member of a Shed which enjoys a good reputation.

Every Shed member has a responsibility to:

- 3.7 Make other members feel welcome and safe.
- 3.8 Treat other members fairly and with respect.
- 3.9 Respect the right of other members to express views, ideas and suggestions.
- 3.10 Value, recognise and acknowledge achievements of other members.
- 3.11 Conduct themselves in a manner which enhances the reputation of the Shed.
- 3.12 Not express views, or display behaviour, that is likely to offend or insult Shed members and/or members of the local or wider community.

4. Members Code of Conduct:

Every Shed member has a responsibility to:

- 4.1 Comply with the Sheds "Health & Safety Policy Rules"
- 4.2 Make other members feel welcome and safe.
- 4.3 Treat other members fairly and with respect.
- 4.4 Value, recognise and acknowledge the participation of other members.
- 4.5 Conduct themselves in a manner which enhances the Sheds reputation.
- 4.6 Sign the attendance book on arrival and on leaving the Shed.
- 4.7 Leave the kitchen and recreation room clean and tidy, clean up your own mess and wash, dry and put away your own dishes.
- 4.8 Perform allocated tasks on agreed rosters (cleaning, lawn mowing).

Every Shed member has a responsibility to NOT

- 4.9 Ridicule or denigrate other members views, ideas or suggestions
- 4.10 Express views that are likely to offend or insult other members.
- 4.11 Behave in a verbal or physical aggressive manner towards other members.
- 4.12 Bring to, or consume, illicit substances at the Shed.
- 4.13 Bring to, or consume, alcohol at the Shed except on special occasions authorised by the Committee.
- 4.14 Smoke inside Shed buildings or within 4 metres of a pedestrian doorway.
- 4.15 Commit the Shed to any project or expenditure without following the correct approval procedures including the purchasing policy.
- 4.16 Make decisions that should rightfully be made by the Executive, the Committee, the Workshop Panel, the Workshop Supervisors or any other individual or group of people designated by the Committee to make those decisions.
- 4.17 Use the Shed facilities to conduct a commercial operation or manufacture and/or repair items for personal financial gain.

5. Workshop Code of Conduct:

- 5.1 Work safely in a manner that protects the safety, health and well-being of yourself and other members in the workshop.
- 5.2 Follow any instructions given by Workshop Supervisor.
- 5.3 Follow all machine "Safety Sheets" and apply all machine safety guards.
- 5.4 Do not use machines that have an "Out of Order" tag.
- 5.5 Only use the machines and power tools that you have been approved to use by the Workshop Panel
- 5.6 Never use machines or power tools if you are the only person in the workshop.
- 5.7 Wear appropriate safety equipment, clothing and footwear in the Workshop.
- 5.8 Immediately report any faulty machines or equipment to the Workshop Supervisor or a member of the Workshop Panel.
- 5.9 Do not talk to or distract other members while they are using machines or power tools.
- 5.10 At the end of your day clean up your work space, machines, tools, benches and floor and return tools to their allocated storage space.
- 5.11 Store your projects in an appropriate place. Do not leave them on work benches or in the way of other workshop users.
- 5.12 Report any accidents, or near misses, to the Workshop Supervisor.

6. Committee Code of Conduct

- 6.1 Act fairly and ethically in managing all affairs of the Shed.
- 6.2 Communicate openly with all Shed members and raise any problems, grievances or concerns at committee meetings without fear or favour.
- 6.3 Consider the views of other committee members thoughtfully, challenge respectfully and criticise constructively.
- 6.4 Maintain strict confidentiality on any personal, private or commercial-in-confidence information that may come before the committee.

- 6.5 Disclose any potential conflict of interest in any issue or decision that may come before the committee.

7. Breaching the Code of Conduct.

- 7.1 The Committee Executive will deal with all alleged breaches of the Code of Conduct between Committee meetings and table the allegation/resolution for discussion at the next Committee meeting.
- 7.2 Established breaches of the Code of Conduct will be dealt with using a four-step process:

Step 1 Verbal Warning. For initial and minor breaches.
Verbal warning delivered by two members of the Executive in private.

Step 2 Written Warning. For repeated and more major breaches
Written warning approved by the Committee and hand delivered by two members of the Executive

Step 3 Membership Suspension. For persistent, repeated and major breaches.
Duration of the suspension approved by the Committee and delivered in writing by hand (if possible) by two members of the Executive.

Step 4 Membership Cancelled. For ongoing, persistent, repeated and major breaches and demonstrating no sign of compliance.
Cancellation approved by the Committee and delivered in writing by hand (if possible) by two members of the Committee.

8. Appeal Process and Grievance Procedures.

- 8.1 A Shed member has the right to appeal against Code of Conduct decisions made by the Executive and/or the Committee.
- 8.2 The appeal will initially be conducted informally via a mediation process conducted by a mediator agreed to by the member and the Executive.
- 8.3 If mediation is unsuccessful in resolving the issue, then the Shed member can formally instigate the Shed's "Grievance Policy and Procedures".

9. **Review.** The Code of Conduct to be reviewed biannually by the Committee.

Endorsed by the General Committee on 13th August 2018.