



# *PM SLSC Procedure 2010-03*

## *Code of Conduct*

### *Management Committee*

Original document date: 01 September 2010  
This version: 2010-03a  
Version date: 01 September 2010  
Next due for review: 01 September 2011

#### **Code of Conduct**

The Port Macquarie Surf Life Saving Club Management Committee shall abide by the following fundamental principles:-

##### ***Integrity***

A Management Committee member shall be straightforward, honest and sincere and be a positive role model.

##### ***Professional***

A Management Committee member shall be professional in their actions. That being, a person's language, presentation, manner and punctuality should reflect high standards.

The Management Committee shall deal with conflicts fairly and promptly through established procedures.

##### ***Objectivity***

A Management Committee member must be fair and must not allow personal prejudice or personal bias to override his/her objectivity.

##### ***Confidentiality***

A Management Committee member shall respect the confidentiality of any privileged information acquired during Management Committee meetings or due to their role on the Committee.

##### ***Respectful***

A Management Committee member shall respect other Committee Members views and listen to the viewpoints of other Committee Members. Committee Members shall not degrade another Committee Member in anyway.

A Management Committee member shall respect the rights, dignity and worth of others.

##### ***Responsibility***

A Management Committee member will demonstrate a high degree of individual responsibility. A Management Committee member will maintain compliance with SLSA and

PMSLSC standards, rules, regulations and policies and contribute to the provision of a safe environment for the conduct of all activities within surf lifesaving.

### ***Supportive***

A Management Committee member will support and promote the SLSA Core Values knowing that the motivation for surf lifesavers to give freely of their time is to be found in surf life saving environments that value ...

- Safety and Support
- Caring and Camaraderie
- Trust and Teamwork
- Respect and Responsibility

### **What is a Breach of this policy**

It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have:

- Done anything contrary to this policy;
- Breached the SLSA Code of Conduct and Role-Specific Codes of Conduct;
- Brought surf life saving and/or SLSA into disrepute;
- Discriminated against or harassed any person;
- Victimised another person for reporting a complaint;
- Disclosed to any unauthorised person or organisation any SLSA information that is of a private, confidential or privileged nature;
- Made a complaint they knew to be untrue, vexatious, malicious or improper;
- Failed to comply with a penalty imposed after a finding that the individual or organisation has breached this policy;
- Failed to comply with a direction given to the individual or organisation during the discipline process.

### **Forms of Discipline**

If an individual or organisation to which this policy applies breaches this policy, one or more forms of discipline may be imposed. These may include making a verbal or written apology, paying a fine, being suspended or de-registered or having a person's appointment or employment terminated.

### **Associated policies**

SLSA Health and Well Being of Members Policy

PM SLSC constitution

Grievance and Issues Handling Policy