



# GLYC POLICY DOCUMENT

Policy	<b>Member Code of Conduct- Further Principles for Committee Members</b>
Further Information Contact	<b>WGA</b>
Date Adopted By CoM	<b>25<sup>th</sup> March 2015</b>
Implementation Date	<b>25<sup>th</sup> March 2015</b>
Last Reviewed	<b>17<sup>th</sup> August 2017</b>
Next Review Due	<b>August 2020</b>

In addition to the Code of Conduct 'general principles', further guidance is provided to members of the Committee of Management (COM) whose election will place them in a special position of influence and responsibility. The intent here is to assist when the question arises: *What is the right thing to do?* It is an expectation that COM members will:

- act with impartiality, honesty and integrity;
- accept accountability for actions and avoid conflicts of interest;
- treat members as well as the general community with **courtesy and respect** to ensure that neither offence nor embarrassment is caused; and
- act properly and in accordance with the requirements of the law, GLYC policies and procedures.

## **Mutual Respect Working Relationships and Decision Making**

It is essential for organisational functioning and in the best interests of the GLYC that COM members work together to resolve problems. COM members need to treat each other with respect, courtesy and sensitivity and should, at all times, act reasonably, justly and without discrimination.

### **COM members will:**

- promote the aims and purposes of the GLYC;
- be courteous and honest to all members and fellow COM members;
- respect each other and the right of another to be heard (whatever the views of that person);
- encourage positive working relationships within the GLYC and between all members;
- act impartially, and through an open and respectful sharing of opinion, seek to achieve informed decisions that are in the best interests of the GLYC as a whole;
- respect COM decisions, present the views of the COM as accurately as possible (irrespective of personal points of view) and abstain from publicly criticising the decisions of the COM or other COM members; and
- advise the Commodore or other Flag Officer if they have concerns that COM or other members have acted contrary to GLYC policy, decisions or Code of Conduct guidelines.

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### **Bullying and Violence**

The GLYC COM is committed to protecting the health, safety and wellbeing of all members and will provide, as far as is practicable, a safe environment that is free from bullying and violent behaviour.

### **Confidential Information**

COM members must not use their position or any confidential information for their own or any other person's advantage; or discuss, distribute, or allow to be communicated to another party, any 'confidential' information, or which by its content could be reasonably considered to be of a 'confidential' nature.

### **Conflict of Interest**

A person has a conflict of interest when they have a personal or private interest that might compromise their ability to act in the interest of the club and its members. COM members who have a conflict of interest must not exercise a delegated power, duty or function of the COM in relation to the matter.

COM members who have a conflict of interest in a matter must declare the type of interest to the COM, as soon as he or she becomes aware of the conflict of interest in the matter.

### **Email**

Email should be used to communicate facts, information needing to be shared, and general information. Arguments, specific opinions, lobbying, criticism of others, personal issues, should be done face to face. Management of these issues by email can result in miscommunication, selective transmission of information, and creation of conflict.

### **Information and Intellectual Property**

Past or present COM members must not make unauthorised use of GLYC information or intellectual property. The GLYC is the owner of any work of COM members produced through performance of their role with GLYC.