



**Title: Code of Conduct**  
**Section: Other Documents**

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### **Policy Statement**

The following Code of Conduct has been developed for State Committee, staff, members and volunteers of the Uncle Bobs Club.

These statements are expectations and nothing in the Code of Conduct is to be read in conflict with the Memorandum and Articles of Association, By Laws & Regulations and Rules for Branches and Groups.

### **Purpose and Scope**

This document aims to ensure that all individuals who interact with UBC are treated in a manner that allows them to feel safe and welcome.

### **Definitions**

UBC: The Uncle Bobs Club

State Committee: Directors of Uncle Bobs Club

### **Policy**

#### Confidentiality

Staff and committee members will respect the confidentiality of information obtained in the course of any meetings and not share information of other committees unless authorised to do so.

Branches and Groups will respect the confidentiality of information obtained in the course of any meetings and not share information of other committees, unless the information is of a general nature and is approved.

All lists, records, documents acquired by the Club shall be held confidential at all times. The Club shall comply with the provisions of the Privacy Act and no information will be released unless required by legislation, the efficient running of the club or where a duty of care issue supersedes the privacy requirement.

### Accounting Principles

All accounts under the control of the State Treasurer and subject to audit are to be in accordance with general accounting principles.

All Branches and Groups are responsible to supply accurate and detailed monthly financial returns to Head Office of any income earned and costs incurred.

### Conflicts of Interest

It is important that the relevant authorities, other charitable bodies and the general public have confidence that any decisions made by and on behalf of the Uncle Bobs Club are not unduly influenced by personal interests of the Uncle Bobs club staff.

Members of the Uncle Bobs Club State Committee should ensure that their personal, business or social interests may not or otherwise reasonably thought to, conflict with their responsibilities as members of such committees.

Notwithstanding the guidelines stated above this does not vary the powers and duties of State Committee and the Board of Management as provided in the Articles of Association.

### Relations with Charitable Organisations/Other Agencies and Sponsors

It is important that Uncle Bobs Club staff and members of Uncle Bobs Club committees act with professionalism and fairness at all times when acting on behalf of the Club.

At all times when dealing with suppliers of goods and/or services, or canvassing for donations, of goods or services, every attempt should be made to promote the Club and its aims and ensure that any necessary guidelines are complied with.

### Member and Volunteer Responsibilities

Member and volunteers should in general believe in the aims of the organisation and at all times strive to achieve them through hard work and dedication to the Club's cause.

All members and volunteers connected with an activity conducted by the Uncle Bobs club shall be supplied with appropriate guidelines and regulations (as required) to govern their behaviour and ensure their safety.

All Uncle Bobs Club members and volunteers when dealing with one another, the general public and club staff shall at all times be courteous and conduct themselves in accordance with club policies.

Staff, committee members and volunteers should raise any matters of concern in a professional and courteous manner directly with the State President.

All volunteers who hand public monies in the form of donations to the Uncle Bobs Club shall endeavour to ensure that such monies are identified to the purpose for which they were collected.

All donations raised by individual volunteers shall be directed to the appropriate branch, group or the Head Office of the Club without delay.

Equipment belonging to the Uncle Bobs Club used by members for any purpose shall be kept in good condition and returned within a reasonable time.

### Equality of Opportunity

When employing staff and working with volunteers, UBC representatives will not be influenced by religion, sex, sexual orientation, culture or social status.

Committee members shall encourage and support staff and volunteers in education, training and development in the principals and practice of professional fund-raising.

### Occupational Health and Safety

Committee members shall ensure that both staff and volunteers receive reasonable and acceptable working conditions, in accordance with the *Occupational Health and Safety Act* and other relevant legislation and policies.

### Support for Community Activities

The Uncle Bobs Club may be involved with community activities that provide an opportunity to promote the Club and that the interests of the community organisation involved do not conflict with the aims of the Uncle Bobs Club.

### Attention to Neighbourhood Impacts

When staff, committee members and volunteers are approaching any establishment to place an Uncle Bobs Club jar or tin that to ensure they are not encroaching on the designated areas of the RCH Appeal Office.

### Ecological Impacts and Quality of Life

Bill posters and the like will not be utilised to promote the Club and its activities. The environment will be considered before printing any documents, printing double sided and using environmentally friendly products when feasible.

### Disciplinary Procedures

If any volunteer, staff, member or director, is found to be in breach of this policy, they will face disciplinary action. This action will be determined by State Committee, or if it is deemed necessary, a specially formed committee. Actions taken by UBC may vary from a written warning, up to termination of employment or cessation of engagement with the organisation. There will also be full cooperation with the relevant legal authorities.

### Charter of Human Rights Compliance

It is considered that this policy does not impact on any human rights identified in the Charter of Human Rights & Responsibilities Act 2006.

### Review

This policy and related procedures will be reviewed every three years, unless changed circumstances require earlier review.

**Associated Policies, Procedures and Other Documents**

- Nil

**References**

- Nil

Policy Name: Code of Conduct

Responsible Director: State Secretary

Functional Area: Other Documents

Date adopted: 28<sup>th</sup> May 2020

Review Date: 28<sup>th</sup> May 2023

**Review History**

| Date       | Review Details          | Action               |
|------------|-------------------------|----------------------|
| 28/05/2020 | Combined Code of Ethics | Updated and ratified |
|            |                         |                      |
|            |                         |                      |

## CODE OF CONDUCT

I confirm I have read and understood the Code of Conduct

Staff Signature ..... Date .....

Print Name .....