

Peninsula Chamber Musicians Inc

Code of Conduct



Policy

Committee Members, Members and Volunteers adhere to Peninsula Chamber Musician Inc's Code of Conduct which reflects the behaviour expected and is designed to encourage integrity and professionalism.

Definitions

A Code of Conduct is a set of rules, regulations and guidelines which Members, the Committee and representatives are expected to observe while involved with Peninsula Chamber Musicians Inc. (PCM).

Code of Conduct philosophy

PCM prides itself on the professionalism and ability of its Members, the Committee and representatives to meet community needs. PCM strives to be a leading organisation in the community and to provide a safe and healthy environment for all.

This Code of Conduct is designed to ensure that all Members, the Committee, and representatives are treated in a manner that reflects the mission, culture, and legal obligations of PCM.

Compliance

- All Members, Members of the Committee and representatives are expected to:
 - observe all policies, procedures, rules and regulations at all times.
 - comply with all Federal, State and local laws and regulations.
 - comply with all reasonable, lawful instructions and decisions related to their involvement.
 - maintain a high degree of ethics, integrity, honesty and professionalism in dealing with one another and members of the community.
 - adhere to organisational health and safety policies and procedures.
 - take reasonable steps to ensure their own health, safety and welfare while involved with PCM, as well as that of one another and members of the community.

All Members, Members of the Committee and representatives are expected to make themselves familiar with their organisational health and safety obligations.

Members, Members of the Committee and Representatives behaviour

- If a Member, Member of the Committee or Representative breaches the following guidelines, disciplinary action may be taken.
- If the breach of conduct is of a legal nature, it will be addressed in accordance with relevant Federal, State or local government laws.
- Members, Members of the Committee and representatives **should not**:

- discriminate against another Member, Member of the Committee or Representative on the basis of gender, age, race, religion, disability, medical condition, marital status or sexual orientation.
- engage in fighting or disorderly conduct, or sexually harass other Members, Members of the Committee or representatives.
- steal, damage or destroy property belonging to PCM, its Members, the Committee or representatives.
- be involved while intoxicated or under the influence of a controlled or illegal substances.
- bring controlled or illegal substances to PCM activities.

Privacy and confidentiality

- PCM will securely store personal information provided by a client, Member, Member of the Committee or representative and;
 - Take reasonable steps to ensure this material is kept secure against:
 - Loss
 - unauthorised access
 - unauthorised use
 - modification or disclosure
 - misuse
 - Use personal information only for the purposes for which it was collected and will not disclose personal information to another party unless the individual is aware of, or has consented to, the disclosure.
 - Keep information about all service provision confidential within PCM and not disclose information associated either directly or indirectly, to external parties unless authorised by the President, Secretary/General Manager or Committee.

Dealing with aggressive behaviour

- PCM do not accept any form of aggressive, threatening or abusive behaviour.
- All incidents should be reported to a President, Secretary/General Manager or Committee. Should the incident involve the President, Secretary/General Manager or Member of the Committee, the incident should be reported to another Committee member.
- If a Member, Member of the Committee or representative is unable to calm the person and/or believes the situation places them or other Members, Members of the Committee and representatives in danger, they should notify the President, Secretary/General Manager or a Member of the Committee.

Peninsula Chamber Musicians acknowledges the Traditional Custodians of the many lands on which we come together as individuals and as a community.

We pay our respects to Elders, past and present, and celebrate the diversity of First Nation's peoples. We recognise and respect their enduring connection to Country.