

HEALESVILLE TRADERS INC.

Code of Conduct Policy

Purpose

To provide guidelines to promote desirable and appropriate behaviour for members of Healesville Traders Inc.

Scope

This policy applies to all members of Healesville Traders Inc. including Committee of Management, general members and any employees, contractors or volunteers.

Responsibilities

Respect

All members will:

- treat others with respect, courtesy, dignity and fairness at all times
- be respectful of, and responsive to, persons of all ethnicities, cultures, values and beliefs
- be committed to diversity, inclusion, fairness and equal opportunities
- work collaboratively to achieve the best outcomes for all, respecting and valuing each other's professionalism and contributions
- work together to create a safe culture through our commitment to the physical and psychological wellbeing of one another and associates
- be polite and respectful in all written and verbal communications both internally and externally
- respect the right to freedom of choice and expression, consistent with this Code
- act with honesty and integrity

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Professionalism & Privacy

All members will:

- uphold the reputation of Healesville Traders Inc.
- comply with all policies of Healesville Traders Inc.
- disclose any perceived or actual conflicts of interest, never using their position to gain an advantage over or exploit the vulnerability of others
- consider the perspective of members when making decisions
- apply ethics when making decisions and engaging with others
- respect privacy of information

Compliance with the Law

All members will:

- abide by the law
- comply with mandatory reporting requirements

Healesville Traders Inc. has no tolerance for abuse including discrimination, sexual harassment, victimisation, racial and religious vilification. If you think you have been discriminated against, sexually harassed, victimised or vilified you can confidentially report abuse to Healesville Traders Inc. Committee of Management. If you believe you are at immediate risk of abuse phone 000.

Failure to Comply

Failure to comply with the Code of Conduct may result in disciplinary action, up to and including termination of membership.