

## **Melbourne Beekeepers Club: Code of Conduct**

This Code of Conduct aims to set out the minimum standards for anyone involved in the activities of the Melbourne Beekeepers Club (MBC), including visitors and contractors.

Melbourne Beekeepers Club reserves the right to make amendments to its Code of Conduct at any time. Such changes will be published on its web site.

Applications for membership and renewal of membership of the MBC require the applicant to agree to adhere to this Code of Conduct.

Child safe standards require organisations that provide services for children to have a code of conduct that establishes clear expectations for appropriate behaviour. This code of conduct requires all committee members and sub-committee members, members, staff and volunteers to observe child safe principles and expectations for appropriate behaviour towards and in the company of children.

### **BASIC PRINCIPLES**

- Respect the decisions of committee members and their authorized delegates.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Support opportunities for participation in all aspects of beekeeping.
- Show respect and courtesy to all involved with beekeeping.
- Do not tolerate abusive, bullying or threatening behaviour.
- Treat each person as an individual.
- Encourage and support opportunities for people to learn appropriate behaviour and skills.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Display appropriate and responsible behaviour in all interactions.
- Display responsible behaviour in relation to alcohol and other drugs.
- Ensure your decisions and actions contribute to a safe and harassment-free environment.
- Do not bring the Melbourne Beekeepers Club and its officers into disrepute through social media or by other means.

#### **Beekeepers**

- Give your best at all times.
- Participate for your own enjoyment and benefit.

#### **Club officers**

- Conduct club responsibilities with due care, competence and diligence.
- Act honestly, in good faith and in the best interests of the club as a whole.
- Ensure quality supervision and instruction for beekeepers.
- Support trainers and facilitators to improve their skills and competencies.
- Ensure that any information acquired or advantage gained from the position is not used improperly.

### **CHILD WELLBEING AND SAFETY**

All club members are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- treating everyone with respect.
- adhering to the club's child safe policy and upholding its statement of commitment to child safety at all times.
- ensuring as far as practicable that adults are not left alone with a child.
- taking all reasonable steps to protect children from abuse.

- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
- reporting any allegations of child abuse to the club's committee, and ensure any allegation is reported to Victoria Police or child protection.
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe.

### **PARTICIPATION AND INVOLVEMENT**

- where possible encouraging members and visitors to 'have a say' and participate in all relevant organizational activities, especially on issues that are important to them.
- promoting the safety, participation and empowerment of members and visitors with a disability.
- promoting the cultural safety, participation and empowerment of members and visitors with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination).
- promoting the cultural safety, participation and empowerment of Aboriginal members and visitors (for example, by never questioning an Aboriginal person's self-identification).

### **MEETING ETIQUETTE**

- At meetings, members and visitors are entitled to be treated politely, respectfully and with consideration and engage in discussions free of discrimination, harassment and retaliation.
- Harassment includes offensive gestures or verbal comments communicated directly or through social media, deliberate intimidation, stalking, following, unwanted photography, video or audio recording, sustained disruption of talks or other events, inappropriate physical contact, and any unwelcome attention.
- During any meeting the chairperson's decision in relation to meeting etiquette is immediate and binding.
- For any particular item under discussion at the meeting,
  - Unless authorised by the chairperson, each attendee can only ask one question or make one comment.
  - Remaining questions or comments can be emailed to the secretary for possible answering or raising at a later meeting.
- Unless otherwise specified by a presenter, all questions should be directed through the meeting chair.
- If an attendee's conduct in the opinion of the chair of the meeting is not acceptable, the chair has the right to direct the attendee to leave immediately with no discussion. If the attendee refuses to leave an appropriate external authority can be used to facilitate their leaving.

**END OF MBC CODE OF CONDUCT**