

## **SYDNEY MECHANICS' SCHOOL OF ARTS (SMSA)**

### **CODE OF CONDUCT**

#### **PURPOSE**

The Code of Conduct establishes the standards of behaviour required of members, staff, volunteers, contractors and users of the SMSA's facilities and services.

#### **SCOPE**

The Code of Conduct applies to all persons associated with or using the facilities of the SMSA.

#### **POLICY STATEMENT**

1. All persons associated with or using the facilities of the SMSA shall:
  - a. uphold the SMSA's purpose, aspiration and values
  - b. treat everyone with courtesy, respect and sensitivity, taking into account individual experiences and views
  - c. always act in an inclusive and non-discriminatory manner towards all others
  - d. conduct themselves in a manner that does not cause offence or distress to others
  - e. be honest and fair in their dealings with the SMSA
  - f. respect the privacy of individuals, in particular regarding information acquired as part of their role in the SMSA
  - g. not make improper use of information acquired during their relationship with the SMSA
  - h. use due care and diligence in fulfilling their functions and exercising any powers attached to their role within the SMSA
  - i. not engage in conduct likely to bring discredit to the SMSA
  - j. not allow personal interests, or the interests of any associated persons or organisations, to conflict with the interests of the SMSA
  - k. follow all lawful and reasonable direction
  - l. comply with all relevant legislation, standards and other compliance mechanisms.
2. The SMSA Board of Directors is responsible for the culture of the SMSA, including a three-yearly review of the SMSA's Code of Conduct, in consultation with its staff.
3. The Chief Executive Officer (CEO) is responsible for ensuring the Code of Conduct is provided to all persons identified in the scope, and for ensuring all persons understand their obligations with respect to the Code of Conduct.
4. Any concerns about compliance with the Code of Conduct should be brought to the attention of the CEO or a Director at the earliest opportunity, who must ensure those concerns are addressed.

## **PROCEDURES**

1. The Code of Conduct must be displayed on the SMSA's website.
2. All relevant communications must include a website link or other means to access the Code of Conduct.

## **DEFINITIONS**

None

## **REFERENCES**

The following sources were used in the 2024 review of this document:

Volunteering Australia ([www.volunteeringaustralia.org](http://www.volunteeringaustralia.org)) Resource Hub, *Writing a Code of Conduct, January 2021* (accessed 20 March 2024)

Australian Institute of Company Directors ([www.aicd.com.au](http://www.aicd.com.au)), *AICD Code of Conduct 2022*, (accessed 20 March 2024).