



CAMDEN COMMUNITY BAND CODE OF CONDUCT

MEMBERS, COMMITTEE MEMBERS AND EMPLOYEES



Versions and Control Records

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Introduction

This document (Code of Conduct) is written to apply to all members of the Camden Community Band. Unless specifically mentioned this Code of Conduct also applies to contractors and employees of Camden Community Band.

Ethical Principles and Core Values

Camden Community Band is committed to inclusive and enjoyable music. The band has elected to elevate these Values to prevalence in how we make dealings with the public and with each other:

- Inclusiveness
- Trustworthiness
- Empathy
- Teamwork
- Accountability
- Pride in Musicality

Decision Making and the Code of Conduct

All decisions related to the business dealings of Camden Community Band should be passed through the Band Committee and Director of Music whenever possible.

For those decision makers it is important to keep the following in mind:

- Is this legal?
- Does it comply with the Code of Conduct?
- Does it reflect the Values of Camden Community Band?
- Does it respect the rights of our members and guests?
- Does it respect the position of our patron?
- If you aren't sure ask another member of the Band Committee or Musical Director for guidance

Reporting/Speaking Up

Camden Community Band encourages all members to ask questions and raise issues without fear of retaliation and is committed to treating reports seriously and investigating them thoroughly.

Members must report suspected unethical, illegal or suspicious behavior immediately. Camden Community Band does not tolerate retaliation against anyone who makes a good faith report of suspected misconduct or otherwise assists with an investigation or audit.

To report a concern members can speak to:

- Any member of the Band Committee
- The Band President
- The Director of Music
- Email members@camdencommunityband.org.au

No Retaliation

Members who report a concern or complaint in good faith cannot be subjected to any adverse action including:

- Dismissal from the band membership
- Denial of committee membership
- Bullying or harassment either in person or online
- Exclusionary behavior
- Any other behavior that singles out the person unfairly



Equal Opportunity

Camden Community Band will not tolerate discrimination based on race, colour, religion, gender, age, sexual orientation, marital status or any other protected class.

Any member of the band found to be engaging in discriminatory behavior will be investigated by the Band Committee including a review of their membership.

Harassment

Members will treat all fellow members and members of the public, business partners and other stakeholders with respect all times while representing Camden Community Band.

Any type of harassment, including physical, sexual, verbal, or other, is prohibited and can result in disciplinary action up to, and including membership termination.

Harassment can include actions, language, written words, or objects that create an intimidating or hostile work environment, such as:

- Yelling at or humiliating someone
- Physical violence or intimidation
- Unwanted sexual advances, invitations, or comments
- Visual displays such as derogatory or sexual oriented pictures or gestures
- Physical conduct including assault or unwanted touching
- Threats or demands to submit to sexual requests as a condition of membership or to avoid negative consequences

Bullying

Camden Community Band is committed to ensuring that our members, contractors, and customers work in a safe and respectful environment that is free of bullying. Bullying can include (but isn't limited to):

- Spreading malicious rumor or gossip
- Excluding or isolating someone socially
- Establishing impossible deliverables
- Withholding necessary information or purposefully giving the wrong information
- Intimidating someone
- Impeding someone's work
- Unfairly denying training, leave or promotion
- Constantly changing work guidelines
- Sending offensive jokes or emails
- Criticising or belittling someone constantly
- Tampering with a person's personal belongings or work equipment

Conflicts of Interest

A conflict of interest can occur when a member's personal activities, investments or associations compromises their judgment or ability to act in the company's best interests. Members should avoid the types of situations that can give rise to conflicts of interest.

It's important for members to disclose any relationships, associations or activities that could create actual, potential, or even perceived, conflict of interest to the Band Committee, President, or Director of Music.

External Communication on Behalf of the Company

Only the President, Director of Music and Secretary are authorized to represent Camden Community Band to media or legal authorities. Members should refer all requests for information or interviews to the President.



Confidentiality

Camden Community Band and its members maintain the confidentiality of all proprietary information. Proprietary information includes all non-public information that might be harmful to the band and its customers and business partners if disclosed.

Confidential information can include:

- Customer lists
- Supplier lists
- Pricing information
- Terms of contracts
- Company policies and procedures
- Financial statements
- Marketing plans and strategies
- Trade secrets
- Any other information that could damage the association or its customers or suppliers if it was disclosed

Privacy

Camden Community Band complies with the Australian Privacy Act (1989). All members sign an agreement that contains provisions for information confidentiality and non-disclosure.

Camden Community Band and its members do not disclose any private, personal information of:

- Members
- Customers
- Suppliers
- Competitors
- Third parties

All personal information is stored securely, marked as confidential and stored only for as long as it is needed for the purpose for which it was collected.

When providing personal information, Camden Community Band limit access to only those with a clear business need for the information.

Members are required to report any breaches of privacy, including the loss, theft of or unauthorized access to personal information, to the President as soon as the information is available.

Bribery and Facilitation Payments

Camden Community Band will not attempt to influence the judgement or behavior of a person in a position of trust by paying a bribe or kickback. This applies to persons in government and in private business.

The company does not permit facilitation (or “grease”) payments to government officials or private business in order to secure or speed up routine actions.

Members are to:

- Select third parties carefully and monitor them continuously to ensure they comply with the company’s anti-bribery policies
- Keep accurate books and records at all times and monitor that funds are not being used for bribery or facilitation payments
- Refuse any offer or request for an unlawful payment and report the incident to the Band Committee

Gifts and Entertainment

While gifts and entertainment among business associates can be appropriate ways to strengthen ties and build goodwill, they also have the potential to create the perception that business decisions are influenced by them. Camden Community Band is committed to winning business only on the merits of its



services and people and complies with all legal requirements for giving and receiving gifts and entertainment.

Members are to:

- Use sound judgment and comply with the law, regarding gifts and other benefits
- Never allow gifts, entertainment or other personal benefits to influence decisions or undermine the integrity of business relationships
- Never accept gifts or entertainment that are illegal, immoral or would reflect negatively on the company
- Never accept cash, cash equivalents, stocks or other securities

Members may accept occasional unsolicited personal gifts of nominal value such as promotional items and may provide the same to customers and business partners.

When in doubt, employees should check with the Band Committee before giving or receiving anything of value.

Political Contributions

Camden Community Band does not make political contributions.

Members are free to support any political party or entity on a personal level. However, this must be kept separate from band business.

Charitable Contributions

Camden Community Band may make charitable contributions to causes and organizations that are not politically affiliated.

Members should check with the President before making any charitable contributions on behalf of the band.

Record Keeping

All documents, databases, voice messages, mobile device messages, computer documents, files and photos are records.

Committee Members are required to:

- maintain these records and protect their integrity for as long as required
- maintain official record keeping systems to retain and file records required for business, legal, financial, research or archival purposes
- dispose of your records according to the associations records retention and disposition schedule

Members should never destroy documents in response to, or in anticipation of, an investigation or audit.

Protection and Proper Use of Association Assets

Camden Community Band requires all members to protect its assets. All assets should be used for legitimate purposes, efficiently, and for band business only.

Assets include facilities, equipment, computers and information systems, telephones, member time, confidential and proprietary information, corporate opportunities, and company funds.

Suspected incidents of fraud, theft, negligence, and waste should be reported to the President or other member of the committee where appropriate.

Where agreements of loan are in place for band assets, private use is assumed. Use with any other organization or performance should be approved on an ad-hoc basis in writing with the Band President and Committee

Money Laundering

Camden Community Band complies with Division 400 of the Criminal Code Act (1995, Cth). Money laundering is the process of concealing illicit funds by moving them through legitimate businesses to hide their criminal origin.



Members must never knowingly facilitate money laundering or terrorist financing and must take steps to prevent inadvertent use of the company's business activities for these purposes. Members are required to immediately report any unusual or suspicious activities or transactions such as:

- attempted payments in cash or from an unusual financing source
- arrangements that involve the transfer of funds to or from countries or entities not related to the transaction or customer
- unusually complex deals that don't reflect a real business purpose
- attempts to evade record-keeping or reporting requirements

Health and Safety

Camden Community Band conducts business in accordance with Australian Model WHS laws and strives for continuous improvement in its health and safety policies and procedures.

All members are expected to perform in compliance with applicable health and safety laws, regulations, policies, and procedures and always apply safe work practices in all locations.

Applicable safety and health requirements must be communicated to visitors, customers, or contractors at any company location.

Members are required to immediately report workplace injuries, illnesses, or unsafe conditions, including "near-misses."

Information Technology

Camden Community Band expects its members to help it safeguard all computer equipment and data against intentional malicious acts by individuals inside or outside the band. Cyber-security training is provided to all members to ensure compliance with computer security policies.

The band safeguards against inappropriate access by individuals or groups untrained in correct band policies or procedures

The band does not use software for which it does not have a license.

Use of Social Media

Camden Community Band respects the right of members to use social media for personal and professional purposes.

Members are responsible for complying with band policies and procedures when communicating on social media. Members are accountable for any information they publish online.

Members are required to:

- Reveal their relationship with the band when commenting online on issues related to the band
- Respect the privacy of other members and refrain from publishing photos of them without their consent
- Ensure any information they post related to the band is accurate
- Comply with the rules of the social media sites they use

Employees must not:

- "Pretext", or pretend to be someone they are not online
- Speak on behalf of the band if they are not expressly authorized to do so
- Share confidential information about the band, its clients, stakeholders, or suppliers
- Post comments or pictures that could harm the band's brand, reputation, or commercial interests

Investigations of Non-compliance

Noncompliance with the Code of Conduct could result in the following:

- Request for a verbal or written apology
- Suspension from the Association pending committee investigation
- Dismissal from the Association

Investigations of non-compliance are instigated only on the receipt of an official complaint. Complaints can be submitted in line with the association constitution and will be resolved in line with the.

Code of Conduct Acknowledgement

By certifying to the company code of conduct, you acknowledge that:

- You have read the entire code of conduct and understand your responsibilities related to it.
- You have had the opportunity to ask questions to clarify any unclear aspects of the code.
- You agree to abide by its principles.
- You agree to report to the Band Committee any violations of the code.
- You agree to cooperate in any investigations of violations of the code.

Name

Signed

Date

