

	CODE OF CONDUCT FOR THE COMMITTEE & SOCIETY MEMBERS
<i>As at September 2026</i>	

Part 1 – Purpose

This Code of Conduct outlines the standards of behaviour, interactions and decision making expected by the *City of Grafton Eisteddfod Society* from all its Committee members, general members, and from the volunteers involved in organizing and/or participating in the Society's events.

Part 2 – Standards of Conduct

All members of the Society are expected to adhere to these behavioural standards.

1. Professionalism:

- a. Conduct yourselves professionally.
- b. Be courteous, conscientious, and businesslike in all activities.
- c. Represent the Society in a positive manner.

NB This includes interactions with each other, entrants, families, participating organisations, contactors and suppliers, sponsors, donors, patrons, and members of the community.

2. Respect:

- a. Listen to and consider the points of view of others.
- b. Be courteous.
- c. Treat everyone with respect and consideration – regardless of their age, abilities, gender, religion or cultural background.
- d. Be punctual. Honor the time and effort of others by being on time, being prepared, and meeting deadlines.
- e. Violence, bullying or inappropriate behaviour will not be tolerated.

3. Conflicts of Interest:

- a. Committee members (and sub-Committee members) must disclose, in writing, any perceived or actual, personal or financial interests, that could influence their decisions.

This may include things like:

1. being a member of a working group or committee of a local school or Dance Studio, or having a financial stake in that organisation.
2. being part of, having a financial interest in, or having family members who work for a local business that the Society does business with.

4. Lawful Behaviour:

- a. Behave honestly and ethically.
- b. Fulfill your obligations to the Society and the community.
- c. Abide by the Society's Constitution, all applicable laws and regulations.

5. Financial Integrity:

- a. Financial records and reporting will be accurate and up-to-date.
- b. Records of incoming and outgoing expenses will comply with accounting standards.
- c. Funds will be used responsibly.
- d. Funds will only be spent with the prior permission of the Committee (with those decisions being recorded in meeting minutes).

6. Confidentiality:

- a. Keep all personal and financial information about entrants confidential.
- b. Keep all financial information about the Society (including income, expenditure, and assets, donations etc) confidential.
- c. Do not use or disclose the information obtained by the Society to any person or organisation unless there is a genuine need to know and which has been approved by the Committee.

7. Gifts and Hospitality:

- a. In order to avoid the perception or fact of undue influence, gifts and hospitality should generally not be accepted.
- b. Any such offers or gifts received should be reported promptly to the Committee.

8. Use of the Society's Resources:

- a. Members of the Society and their volunteers provide their services to the Society free of charge.
- b. The Society's property, technology, and other assets will only be used for Society business.
- c. If someone uses their own personal resources for the conduct of Society business, some reimbursement or compensation might potentially be claimed. The matter should be raised with the Committee in advance and discussed.

9. Child Safety

- a. Work with the Society to ensure that the events are safe for children and young adults.
- b. Model appropriate adult behaviour.
- c. Comply with the *Child Safey Code of Conduct*. This code aims to protect children and reduce any opportunities for child abuse or harm to occur.
- d. At an eisteddfod event – DO NOT:
 - i. Shame, humiliate, oppress, belittle, or degrade children or young people.
 - ii. Unlawfully discriminate against any child.
 - iii. Engage in an activity with a child or young person that is likely to harm them physically or emotionally.
 - iv. Use prejudice, oppressive behaviour, or language with children.
 - v. Initiate physical contact with a child or young person.
 - vi. Be alone with a child or young person unnecessarily and for more than a very short time.
 - vii. Develop a "special" relationship with a specific child or young person for their own needs.
 - viii. Show favouritism through provision of gifts or inappropriate attention.

- ix. Arrange contact, including online contact with children or young people outside of the organisation of the Eisteddfod.
- x. Photograph or video a child or young person without the consent of the child and their parents or guardians.
- xi. Engage in open discussion of a mature nature in the presence of children.
- xii. Use inappropriate language in the presence of children.

10. Responsibility:

- a. Take personal responsibility for your own actions, health and safety.
- b. Listen to and follow the instructions of Society staff – especially at events.

Part 3 – Enforcement and Compliance

The Society will not tolerate any unacceptable conduct within the Committee or the wider Society.

A violation of the Code of Conduct may result in a warning. A serious breach, or consistent breaches, of the Code over time may result in suspension or termination of volunteer roles or Committee membership.

If you witness or experience a breach of this Code, report it immediately to the Committee via email or phone.

All complaints will be handled with seriousness and confidentiality.
