

Code of Conduct for Hepburn Z-NET Community Roundtable

This Code of Conduct is a statement of the ethical principles and behaviours expected of the Roundtable as a whole. The following list is the cornerstone of the Code of Conduct for the purposes of the Hepburn Z-NET Roundtable.

1. Take individual responsibility to contribute actively to all aspects of the Roundtable's role and in doing so exercise due care, diligence and use of their skills.
2. Make reasonable enquiries to remain properly informed and then make decisions impartially and promptly, considering all information available at that point in time, ethically and with maximum integrity
3. Act to maximise the common good and whole-of-community benefits and therefore not act to gain advantage for any individual Roundtable member or any other person and refrain from private or public comment which undermine or contradict agreed upon decisions.
4. Treat colleagues civilly by being respectful, fair, and have proper regard for their rights, safety and wellbeing. Members must refrain from harassment, libel, and bullying of a peer Roundtable member in person, through electronic or virtual means.
5. Contribute to a, safe and productive environment/culture through courtesy, honest and respectful relationships
6. Bring disagreements regarding decisions to the meeting table for resolution acknowledging the inherent need for confidentiality and privacy of all information about individuals, the Community Roundtable including communications with external stakeholders without the consent.
7. Proactively disclose any personal, family or business interests which may give rise to actual or perceived conflicts of interest (see Conflicts of Interest doc)

Community Roundtable members Meeting Code of Conduct (also applicable where relevant to email/virtual meeting/event conduct for discussion threads):

- Arrive on time and end on time. Community Roundtable members are required to attend a minimum of 75% of meetings. Clearly communicate "start" and "end" times for the meeting.
- Are required to address the items as stated in the meeting agenda. All other matters to wait until the Roundtable members decide that an item discussion has been exhausted and resolved.
- Respect for Community Roundtable members is demonstrated by:
 - attentive listening, with one person speaking at a time and no parallel communication occurs between other members maintain a safe and collegiate environment all Community Roundtable members take responsibility for their behaviour by behaving, civilly refraining from verbal or physical aggression by not yelling, swearing, or conveying judgement or personal attacks at or about other Community Roundtable members Ensure everyone has the opportunity to fully contribute and participate in a robust and civil manner
 - being concise and not dominating meeting discussions.
 - seeking to clarify information before offering challenging comment.

Breaches to the Code of Conduct

Breaches to any of the listed ethical principles and behaviours under the Code of Conduct may result in a membership of the Roundtable being revoked.

The following will be deemed severe breaches of the Code:

- Violence, abusive behaviour or harassment towards another person(s) – in person, or via other

communication methods.

- Vilification (the act of saying or writing unpleasant things about someone or something, in order to cause other people to have a bad opinion of them).
- Discrimination against another person based on their age, gender sexual orientation, race, culture, religion or any other irrelevant personal characteristic.
- Victimisation of another person for exercising their rights through this Code of Conduct.
- Failure to maintain a safe environment free from violence, abuse, discrimination and harassment.

Responsibilities of individuals

It is the responsibility of individuals and any associated organisations bound by this Code of Conduct to:

- Make themselves aware of the standards of behaviour required,
- Be accountable for their behaviour.
- Follow the procedures if they want to make a complaint or report a breach of the Code of Conduct.

Complaints procedures

The complaints procedure must follow the principles of natural justice which require that:

- Both complainant and the alleged offender know the full details of what is being said about them and have the opportunity to respond.
- All relevant information must be considered.
- The decision makers must be unbiased, fair and just.
- The penalties imposed must be fair.

Informal Approaches

Wherever possible, a person who believes they have been affected by a breach of the Code should first talk to the person or people involved to try to resolve the problem, before making a formal complaint. If the person affected is not able to talk to the person or people involved, they may wish to talk confidentially with an appropriate person on the Roundtable for advice and support. This person may provide advice or support the affected person in discussions with those whose behaviour is causing concern. The discussions and advice should be treated as confidential by all involved.

The discussions and advice may be sufficient to resolve the matter to the satisfaction of the affected person. The outcome from an informal approach may be that the complainant decides there is no problem or that the problem is minor and does not need further attention. If the complainant feels that the problem has not been properly addressed or is continuing, a formal approach may be initiated.

Formal Approaches

A person may make a formal complaint about behaviour that appears to breach the Code of Conduct in the form of writing to the Council Officer on the Roundtable. This can then be taken to the Roundtable for discussion with a motion to be passed as to the preferred sanction.

Sanctions for Breaches of the Code of Conduct

- Written apology by the offender to those affected by the breach (if those affected accept that as an appropriate solution).
- Expulsion from the Roundtable – this would occur immediately in regard to severe breaches as listed above.
- If conflict is unable to be resolved using means described above, the Roundtable will engage an independent mediator to assist resolution of the issue. If no resolution is possible a special meeting of the Roundtable will be convened, and a vote will take place. If the removed member is from an organisation, that organisation will need to wait until the next Expression of Interest process in order to put forward a new candidate for membership if they wish to.