



GLEN EIRA CHELTENHAM ART GROUP

INC. A0006161Y

Rooms 79 to 81, Robert Flavell Wing, Moorleigh Community Village, 92 Bignell Road East Bentleigh

Code of Conduct

Date: November 2022, Review Date: November 2024

This Code of conduct establishes the standard of behaviour that should be met by all Glen Eira Cheltenham Art Group (GECAG) members, staff members, tutors, contractors and visitors. It has the full support of the GECAG Committee. It is about common sense and honest and ethical behaviour.

At GECAG, we value integrity, respect, inclusivity, collaboration and safety. We place great importance on high standards of behaviour, as they are instrumental in the success and ongoing development of our art group. By upholding these standards we will have the best possible environment for pursuing our artistic activities.

Every person will:

1. Support and work towards the achievement of the aims and purposes of GECAG:
To encourage the development of creative art in the City of Glen Eira and surrounding municipalities; to bring artists and those interested in art into mutual association; to acquire suitable premises for the promotion, teaching and encouragement of art; to hold classes and to arrange exhibitions; and generally to take all action needed to carry out the objectives;
2. Act in accordance with the various policies and procedures of GECAG, all of which are available for viewing at the Moorleigh Village Studio and on GECAG's website;
3. Act with integrity – being fair, considerate and honest with others;
4. Respect the right of others to express their views, ideas and suggestions;
5. Behave respectfully, courteously and ethically towards others and value their ideas and opinions;
6. Respect cultural, ethnic, religious, gender and sexual orientation differences or preferences;
7. Act in a way that enables others to feel welcome and safe;
8. Respect personal boundaries;
9. Speak up about inappropriate behaviour, whether it is against you or another person;
10. Maintain confidentiality when complaints are made or are under investigation;
11. Value, recognise and acknowledge the achievements of others;
12. Respect the privacy of each other's personal information;
13. Follow instructions given by the Tutor;

14. Follow the directions of nominated Emergency Management Wardens in the event of an emergency and during practice safety drills;
15. Listen to the Tutor and others without interrupting;
16. Work in a manner that protects the safety, health and well-being of all participants in classes, workshops and GECAG events;
17. Work in a considerate manner, being mindful of shared work spaces; and
18. Leave the studio clean and tidy, clean up your own work space and wash, dry and put away your own dishes.

No person shall:

1. Ridicule or denigrate other's views, ideas, suggestions or achievements;
2. Discriminate against, humiliate, marginalise or exclude anyone because of age, gender, including transgender or intersex status, sexuality, race, cultural background, religion, or vulnerability, including disability.
3. Engage in bullying in any form;
4. Use inappropriate language or behave in a rude or aggressive manner, verbally or physically, towards others;
5. Victimise, threaten or retaliate against someone because they have raised a complaint or are participating in an investigation;
6. Photograph or video anyone without their consent or publish photographs or videos of anyone on line without written permission;
7. Bring illicit substances to or consume illicit drugs at GECAG events;
8. Smoke or vape in the studio, within Moorleigh Village or hired venues;
9. By words or actions bring GECAG into disrepute;
10. Ignore an informal or formal report of bullying, sexual misconduct, harassment, or other inappropriate behaviour;
11. Make decisions that should rightfully be made by the GECAG Executive or the GECAG Committee;
12. Break copyright laws, by presenting for sale, placing into competition or publishing (including digital publishing) work based on source materials that they did not produce, without first seeking and receiving permission from the copyright owner(s). (Please note that copying work for learning purposes is permissible.); and
13. Do anything in contravention of GECAG's policies, procedures or this Code of Conduct.

Committee Responsibilities

In addition to adhering to the above listed Code of Conduct stipulations, all Committee Members will maintain proper and respectful meeting decorum by refraining from:

- Interrupting each other.
- Talking at the same time as another speaker.
- Participating in 'aside conversations' during meeting proceedings.
- Undertaking unnecessary, distracting or disruptive actions.

All Committee Members will:

- Thoughtfully consider the views of other Committee members, challenge them respectfully and offer constructive feedback.
- Maintain confidentiality on any personal, private or commercial information that may come before the Committee.
- Disclose any potential conflict of interest regarding any issue or decision making that may come before the Committee.
- Commit GECAG to expenditure without following the correct approval procedures.
- Communicate openly with all GECAG members and raise any problems or concerns at Committee Meetings.
- Act fairly and ethically in managing all affairs of GECAG.

Non-Compliance with this Code of Conduct

Misconduct may result in disciplinary action including termination of association with GECAG. Conduct that is unlawful may also have legal consequences even leading to criminal proceedings.

Reports of possible non-compliance with this Code of Conduct will be treated confidentially to the extent possible, consistent with GECAG's obligation to deal with the matter openly and according to applicable laws.

The process when taking disciplinary action will follow the guidelines laid out in Consumer Affairs Victoria's, 'Model Rules for an Incorporated Association'.

Grievances and Disputes

In respect to grievances and disputes, GECAG will comply with Consumer Affairs Victoria's, 'Model Rules for an Incorporated Association'.

Evaluation and Review

The Code of Conduct will be reviewed by the GECAG Committee bi-annually.