CODE OF CONDUCT FOR MEMBERS

LAST UPDATED
3 MAY 2021

BUSINESS WODONGA, 191 BEECHWORTH ROAD, WODONGA 3690
© BUSINESS WODONGA, AUSTRALIA, [MAY 2021]

Table of Contents

1. Code of Conduct for Business Wodonga Members 2

Business Wodonga Code of Conduct for Members Version 1 Written by: S Dube	Leadership Team approved: Responsible Officer: Chief Executive Officer Reviewed by: Review: Annual (31 May 2022)

1. Code of Conduct for Business Wodonga Members

Business Wodonga is a not-for-profit, membership-based organisation supporting our members, sponsors and key stakeholders in business for individual success and the success of Wodonga and our region. Business Wodonga is North East Victoria's premier business networking, support and representation organisation. With a strong membership base, well established networks across all sectors and a fresh new brand, Business Wodonga is working hard for business growth in Wodonga.

In all its activities, Business Wodonga is committed to inclusivity with regard to culture, class, ethnicity, faith, gender, gender expression and identity, sexual orientation, and physical abilities.

Discrimination, bullying and sexual harassment are unacceptable in membership with Business Wodonga and are unlawful under the following legislation:

- *Sex Discrimination Act 1984* (Cth)
- *Racial Discrimination Act 1975* (Cth)
- *Disability Discrimination Act 1992* (Cth)
- *Age Discrimination Act 2004* (Cth)
- *Australian Human Rights Commission Act 1986* (Cth).

All members of Business Wodonga shall be bound by this Code of Conduct.

Members have a right to:

- Be treated fairly, equally and with respect by Business Wodonga, its Committee and other members.
- Socialise in an environment free from all forms of harassment and discrimination.
- Privacy and confidentiality concerning records, documentation and any other communication containing a member's personal information, unless consent is otherwise provided.
- Be informed and actively involved in all events and offerings.
- Voice their opinions, requirements and suggestions to the Committee.

Members must:

- Treat other members, guests, staff of venues and other patrons fairly, equally and with respect and courtesy.
- at all times be courteous, respectful, and considerate to others, including in the form of verbal communication, email, and social media interaction**.**
- Behave responsibly and ensure they conduct themselves in a manner which will not injure the reputation of Business Wodonga, its events, organisers, participants or sponsors.
- Not physically or verbally harass others.

- Report any inappropriate behaviour of a member to the board of Business Wodonga for action and follow up.
- Abide by the Business Wodonga Code of Conduct and uphold the Constitution and Code of Conduct of Business Wodonga.
- Pay any fees in relation to an event, or offering (e.g. tickets or memberships) which that member has committed to, regardless of whether the member attends the event or not.
- Notify Business Wodonga's Membership or Administration Officer of any changes to address or details of contacts or update their profile within the membership portal.
- Not use their membership privileges to purchase tickets to any event or other offering, at a membership price, for non members of Business Wodonga (except for parties entitled to such prices as nominated from time to time).
- If on selling a ticket to an event which the member has booked on to and paid membership rates, if the ticket is sold to a non member, the non member price must be paid for by the recipient of the ticket and then the difference on forwarded to Business Wodonga.

Breaches of this Code of Conduct:

- Any member not behaving in accordance with the terms of the Code of Conduct at an event of Business Wodonga may be asked to leave the function and will not be entitled to a refund of any monies paid.
- The inappropriate behaviour of any members will be investigated, discussed and an appropriate course of action will be taken by the Board, which may be subject to a reprimand, suspension or revocation of membership.
- Business Wodonga members found to have engaged in such conduct might be counselled, warned or disciplined as per this policy. Severe or repeated breaches can lead to formal discipline up to and including exclusion.

Freedom of speech is to be encouraged, but if posts contain one or more of the following, actions including but not limited to deleting posts and/or suspending access to the membership portal could occur:

- Excessive or inappropriate use of swearing
- Defamatory, slanderous or aggressive attacks on Business Wodonga, other individuals, organisations, projects or public figures
- Breach of copyrighted material not within reasonable use, in the public domain, or available under Creative Commons license
- Breach of data protection or privacy laws
- Repetitive advertisements (not including self-business promotions however)
- Topics which fall outside the realms of interest to members and stakeholders, and which do not appear to be within the context of a legitimate discussion or enquiry.