

# Watts Bridge Memorial Airfield Inc.

## *Our code of conduct and our safe behaviour policy*

### Purpose

We all want to enjoy the benefits and privileges of our Association. That includes being able to enjoy the Association's activities and the places at which those activities are conducted. All Association members must be able to participate in the Association safely and without fear or concern of harassment, bullying, discrimination or unreasonable behaviour.

Unreasonable behaviour is any behaviour that is a risk to another person's health and safety or that is designed to, or reasonably could, offend, intimidate or belittle another person.

While it is impossible to describe every circumstance that Association members may face, this Code of Conduct and the Safe Behaviour Policy, reflects our Association's culture and outlines the behaviour we expect from each other. This is necessary to ensure that we are safe and welcome at our Airfield when undertaking Association activities.

Watts Bridge Memorial Airfield Inc. (**Association**) and its Board of Management (**BOM**) are committed to the safety of members', visitors' and volunteers' and to preventing discrimination, sexual harassment; harassment and bullying or any other unreasonable behaviour at any place where Association-related activities are undertaken.

This Code of Conduct and Policy applies to all members, and with persons who have dealings with the Association. It applies to the relationships that members have with internal and external customers, employees and contractors.

Everyone has the right to be treated equitably, without harassment and to be safe when participating in Association activities. Everyone is responsible for respecting fellow members by not engaging in any action or behaviour that could constitute harassment, bullying, sexual harassment, discrimination or any other unreasonable behaviour.

The Code of Conduct and the Policy are endorsed and supported by the BOM.



## A Message from our President

Watts Bridge Memorial Airfield Inc (**Association**) belongs to every member. We are privileged to participate in and enjoy the enrichment that comes from flying and the use of our Association's activities and facilities. With the privilege of membership comes a responsibility. A responsibility to others who share our passion for flying and a responsibility to the wider community visiting and using the airfield or attending other Association activities.

This Code is also part of our overall safety processes at the airfield and every place that Association activities are undertaken. This document with our Code of Conduct and our Safe Behaviour Policy outlines the responsibilities that we each have as members to uphold the standards of our Association. It outlines our commitment to always:

- act in a way that respects the interests of our colleagues and members;
- comply with the law,
- adhere to Association bylaws and policies;
- uphold safety standards;
- protect organisational assets, information and reputation; and
- embody the important values of the Association, including being open, honest and safe.

To help us achieve these objectives there are just 3 things the Association requires you to do with the: Code and the Policy -

### 1. **READ THEM**

Please read our Code of Conduct and Safe Behaviour Policy and make sure you understand it. If there is anything you are unclear about, it is your responsibility to ask.

### 2. **AGREE TO THEM**

Agree to abide by the responsibilities set out in our Code and Policy. When each Member renews their membership with the Association, it is taken that an application:

- to renew membership is a confirmation that the member agrees to abide by this Code and Policy; and
- any new application for membership will require a confirmation that the person agrees to abide by this Code and Policy.

**3. FOLLOW THEM**

The President and the BOM endorse and support our Code of Conduct and Safe Behaviour Policy

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President

Dated

## Code of Conduct

Our objective is to support the Watts Bridge Memorial Airfield community and to enrich their lives for the better. To fulfil our objective, we are guided by a set of values that are the foundation of everything we do and say.

*We Create a Positive Environment and Accept Change*

We are curious and willing to ask if there is a better way. We look for opportunities that empower people to create their own enjoyment of the Association and its facilities.

*We Walk the Talk*

We are accountable for our actions and we use our best endeavours to deliver on our promises. We own it – we commit to it – and we achieve it.

*We are Focused on those for whom we are serving*

We are courteous, considerate and are always willing to help. If required, we will go the extra mile. Importantly, we have fun while we are doing it.

*We Value all Voices*

We actively respect the needs, the diversity and the uniqueness of all members. We are one Association.

*We are Open and Honest*

We share experiences, knowledge and ideas. We value the experiences, knowledge and ideas of others. We act ethically. We are willing to ask for help.

*We Do it with Heart*

We show pride and passion for our Association, its brand and its heritage. We take time to listen to other members. We act with empathy.

### **Applying this Code of Conduct**

This Code of Conduct is designed to help us make sound and responsible decisions when working with members, clients, suppliers, and other stakeholders. The Code doesn't define every situation that members may encounter, or every law to which the Association will be subject.

Instead it offers a guide that can inform our behaviour. When faced with situations if we can say "Yes" to these questions, then it is probably safe to move forward. A "No" or "Not sure" to any question should cause you to stop and reconsider:

- Am I authorised to do what I am doing?
- Is my action legal or might it contravene laws or regulations or any Policy?

- Could I justify it in a Court?
- Is my decision in keeping with the spirit the Association's values, expected conduct, policies and procedures?
- How would my actions look if the details of it were published in a national newspaper?
- Would I feel comfortable explaining my decision and actions to my family and friends?

If you are ever in doubt about any of these questions, or about how to respond in a particular situation, you should always seek guidance from the BOM members. They are there to serve you.

## Safe Behaviour Policy

As an extension of our Code, the Association is committed to ensuring all members, visitors, volunteers and others connected to the Association are safe from unreasonable behaviours. Unreasonable behaviours are ones that may offend, intimidate or belittle another person, or unreasonably prevent a member from being able to undertake his or her Association responsibilities or enjoy the benefits of their Association membership.

## Discrimination

The Association and Association members must not engage in discriminatory actions towards each other or to visitors, volunteers, contractors or Association employees.

Discrimination happens if a person treats, or proposes to treat, another person who has an attribute, less favourably in comparison to another person without the attribute in circumstances that are the same or not materially different.

It is not necessary that the person who discriminates considers the treatment is less favorable and the person's motive for discriminating is irrelevant.

Discrimination also happens if a person imposes a term (that is not reasonable) with which another person with an attribute does not or is not able to comply and with which a higher proportion of people without the attribute comply or are able to comply.

The Association is committed to ensuring that the Association is free from unlawful discrimination based on:

- (a) Race/ethnicity or national origin;
- (b) Gender or gender identify;
- (c) Sexual preference;
- (d) Lawful sexual activity;
- (e) Age;
- (f) Disability or impairment;
- (g) Physical features;
- (h) Pregnancy or presumed pregnancy;
- (i) Family responsibilities;
- (j) Religious beliefs or lack of religious beliefs;
- (k) Political conviction; or
- (l) Breast feeding.

# Harassment, Bullying and Sexual Harassment

The Association is committed to an environment free from harassment, bullying or sexual harassment and from other unreasonable behaviours, including victimisation.

**Harassment and bullying means** repeated unreasonable behaviour directed towards a member, visitor, contractor/employee or volunteer or a group of members, visitors, contractors/employees or volunteers that creates a risk to their health and safety.

**Repeated behaviour** refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

Examples of Harassment or Bullying (whether intentional or unintentional) include but are not limited to:

- making abusive, insulting, degrading or offensive language or comments;
- unjustified criticism or complaints;
- deliberately excluding someone from Association activities;
- withholding information that is vital for effective Association participation;
- setting unreasonable timelines for tasks to be done or constantly changing deadlines;
- setting tasks that are unreasonably below or beyond a person's skill level;
- denying access to information, consultation or resources to the detriment of the person;
- spreading misinformation or malicious rumours;
- changing arrangements such as rosters and leave to deliberately inconvenience a person;

It is important to note that the following behaviours are not harassment or bullying:

- reasonable management practices, including disciplinary procedures;
- a direction to carry out reasonable duties and instructions; and
- a direction to comply with Association rules, resolutions and policies.

**Sexual harassment means** unwelcome behaviour of a sexual nature engaged in by the person with the intention of offending, humiliating or intimidating the other person; or in circumstances in which a reasonable person could anticipate the possibility that the other person would be offended, humiliated or intimidated by the conduct.

Examples of sexual harassment include, but are not restricted to:

- an unwelcome sexual advance or request for sex or sexual favours from the other person;
- an unsolicited act of physical intimacy;
- remarks with sexual connotations relating to the other person;
- unwelcome comments about someone's sex life or physical appearance;
- any other unwelcome conduct of a sexual nature in relation to the other person;
- sexually offensive comments, stories or jokes;
- leering and ogling another person;
- displaying sexually offensive photos, pinups or calendars, reading matter or objects; and
- indecent assault or rape (these are criminal offences).

Sexual harassment does not include behaviour that is consensual, based on mutual friendship and respect. If the interaction is consensual, welcome and reciprocated it is not sexual harassment.

Sexual harassment does not have to be repeated behaviour. A single act or incident may constitute unlawful sexual harassment.

## Victimisation

Victimisation is when a person or someone related to or associated with that person is treated unfairly or less favourably by another person because of making or intending to make a complaint of sexual harassment or discrimination.

## What to do if you are the subject to these behaviours

The Association is committed to ensuring that all members are treated fairly and equitably and ensuring that no one is subject to discrimination, harassment, sexual harassment or victimisation. The Association takes its obligations to provide a safe environment for its members very seriously.

It is important that any member who believes they are being subjected to any unreasonable behaviour, speaks up about the matter. Please do not remain silent.

One of the best ways to deal with concerns about another person's behaviour is to speak directly to the person who is engaged in those behaviours. If you believe you can, it is good if you can approach the person in a calm and respectful way. Tell them the affect that their behaviours have on you. Politely ask them to cease that behaviour towards you.

It is always best in these circumstances not to be overly abrupt or aggressive and certainly not to attack the person directly. Tell them in terms of the behaviour that concerns you and the effect that it has on you.

Of course, depending on the circumstances, you may not feel confident speaking to the person directly. In these circumstances, you can always discuss your concerns privately and confidentially with:

- (a) if the BOM has appointed a sub-committee (under clause 17 of the Association's Constitution) then a member of the sub-committee; or
- (b) if there isn't a sub-committee, then a member of the BOM.

These persons can assist you in raising your concerns with the person engaged in the conduct in an informal way.

Of course, some complaints about behaviour may be serious. For example, if a sexual harassment complaint involves conduct which may constitute sexual assault.

In these circumstances it may not be possible to resolve the matters in an informal way. In those cases, the complaint may have to be dealt with formally and/or by referral to the Queensland Police (if the matters may constitute criminal conduct).

Our Complaint Handling Guidelines document set out the manner in which a formal complaint of harassment, sexual harassment, discrimination or victimization will be managed.

It is important however, no matter whether the matter is dealt with informally or formally, that members do not allow complaints to become the subject of innuendo or gossip, or that a member begin to harass the other party etc. A breach of this aspect of the Policy may result in the Association imposing disciplinary action.

## **Formal Complaint Handling Guidelines**

The Association's Complaints Handling Guidelines is the procedure for formal complaints. It is based on the principle that the rights and privacy of both parties to a complaint should be safeguarded. The Association considers that it is important that any complaint is dealt with promptly, professionally, confidentially and fairly.

While the procedural steps for managing the complaint may vary, the Association will always endeavor to ensure that:

- complaints are addressed in accordance with principles of natural justice;

- reasonable steps are taken to respect the confidentiality of the people involved in a complaint process;
- fairness and impartiality prevail throughout the resolution process;
- until a complaint is investigated and a decision is made, a complaint is an allegation, not a fact;
- appropriate records are maintained throughout the resolution process;
- persons who make a complaint are protected from victimisation or reprisals; and
- persons are regularly informed of the progress of the matter, including the consequences of any finding that the complaint is substantiated or not substantiated.

The Association will endeavor to ensure:

- that the complaint relevantly describes the behaviours about which the complaint is based (in most instances, this will need to be in writing), so that the behaviours can be investigated appropriately;
- the person against whom the allegations are made is provided with a copy of the allegations that will be investigated and given an opportunity to respond to those allegations; and
- the parties are informed in writing of the outcomes of any investigative process.

Members involved in harassment or discrimination complaints may also be offered professional support services such as counselling or medical advice, as appropriate.

The Association, through its investigation of the complaint wants to ensure that members are protected from further unreasonable behaviour and to enable normal working relationships to resume.

If a complaint is substantiated (in accordance with the Complaint Handling Guidelines) the matter may be referred to the BOM for it to take appropriate action to prevent any future unreasonable behaviours. This may include, but is not limited to:

- requiring the individual or group of individuals to stop the specified behaviour(s);
- regular monitoring of behaviours by the BOM;
- requiring compliance with this policy and any other relevant policy; and
- additional support and training of relevant members.
- commence disciplinary action which could lead to termination of Association membership for the offending party; or
- take some other form of appropriate action or take no further action.

Despite the above, the primary purpose of this policy is to identify unreasonable behaviour and to act to prevent its occurrence in the Association, during Association activities and at Association premises.

## **Review Process**

This policy will be reviewed at least every (12) twelve months from the date of last revision.