Code of Conduct Policy

Darling Downs Potters' Club Ltd (DDPC)

1. Purpose

This Code of Conduct sets out the standards of behaviour expected of all individuals engaged with DDPC to ensure a safe, respectful, and professional environment.

2. Scope

This policy applies to:

- Directors
- Members
- Contractors, and volunteers
- Students and participants in classes and workshops
- Any person attending or using DDPC facilities

3. Legislative Framework

This policy supports compliance with:

- Corporations Act 2001.
- Applicable Work Health and Safety legislation.
- Anti-discrimination and workplace behaviour laws.

4. Policy Statement

DDPC is committed to fostering a culture that is:

- Respectful and inclusive.
- Safe and supportive.
- Ethical and accountable.

All individuals are expected to act in a manner that upholds the reputation and values of the Club.

5. Expected Standards of Behaviour

All persons must:

5.1 Respect and Inclusion

- Treat others with dignity, courtesy, and respect.
- Not engage in bullying, harassment, discrimination, or intimidation.
- Support an inclusive environment regardless of background, skill level, or experience.

5.2 Safety and Responsibility

- Follow all safety procedures and instructions.
- Use equipment, tools, and facilities appropriately.
- Not act in a way that endangers themselves or others.
- Shared spaces must be left clean and in good condition.

5.3 Integrity and Accountability

- Act honestly and in good faith.
- Comply with all DDPC policies and procedures.
- Use Club resources responsibly.

5.4 Professional Conduct

- Behave in a manner appropriate to a shared community space.
- Follow reasonable directions from authorised personnel.
- Represent DDPC positively in public and online.

6. Unacceptable Behaviour

The following behaviours are not tolerated:

- Bullying, harassment, or discrimination.
- Aggressive, abusive, or threatening conduct.
- Conduct that undermines the dignity, reputation, wellbeing or inclusion of others, including malicious rumours or inappropriate gossip.
- Theft, fraud, or misuse of Club resources.
- Damage to property or equipment.

- Substance abuse that impacts safety or behaviour.
- Failure to follow safety requirements.

7. Conflict of Interest

All individuals must:

- Declare any actual, perceived or potential conflicts of interest.
- Act in the best interests of DDPC.
- Comply with the Conflict of Interest Policy.

8. Reporting Concerns

- Any breaches or concerns should be reported to:
    - A Director; or
    - An appropriate Club representative.
- Reports will be handled confidentially where possible.

9. Breach of Code

Failure to comply with this Code may result in:

- Verbal or written warning.
- Removal from classes or activities.
- Suspension or termination of membership.
- Removal from positions or duties.
- Further action as determined by the Board.

10. Procedural Fairness

Any action taken in response to a breach will:

- Be proportionate to the behaviour.
- Follow a fair and reasonable process.
- Provide the individual an opportunity to respond.

11. Responsibilities

Role	Responsibility
Board of Directors	Oversight and enforcement of the Code.
	Leadership and culture setting.
Tutors/Coordinators	Enforcement in classes.
Members & Participants	Compliance with the Code.

12. Review

This policy will be reviewed annually or earlier if:

- Issues or incidents arise.
- Legislative or organisational changes occur.