



Purpose

The purpose of this document is to set out the standards of behaviour expected of members, volunteers and staff of the Association of Ukrainians in Victoria (AUV). In agreeing to be a member, volunteer, a Director, a Committee member, an employee, each team member must always adhere to these codes of conduct.

Codes

Codes of conduct represent key values and behaviours of individuals interacting with the AUV. Members, volunteers and staff must:

- Be **diligent** in their role
- **Attend meetings** or forward their **apology** prior to the meeting
- Treat all people associated with the AUV, including members, employees, volunteers, partners, external stakeholders, representatives, hirers, contractors, and the public with **respect**
- Attend to their **fiduciary responsibility** and make decisions based on what is **best for the organisation**, not for individual interest or gain
- Not take **advantage** of their position in any way
- Declare any **Conflicts of Interest** as they arise and act to ensure that these conflicts do not pose a risk to the organisation
- Be open to **feedback** and **innovative ideas** from team members, and respond appropriately
- Be **honest** and **transparent** always. Communicate to be understood.
- Act as a **positive role model** with respect to good behaviour
- Respect any **no-smoking, responsible service of alcohol (RSA), or illegal substance use** legislation at venues
- Adhere to the **policies and procedures** established by the organisation
- Adhere to the **legislative** requirements of the organisation
- **Respect** the equipment and resources of the organisation and only use these in organisation related business
- Always look for **opportunities for improved performance** of the organisation operations and work team functions
- Always represent the organisation in a **professional** manner
- Not speak to the media about any aspect of the organisation that could **damage** the organisation or its **reputation**.
- Work **collaboratively** with the objectives of the AUV in mind
- Always act in in **good faith** with a **duty of care** towards others.
- Refrain from **sexual harassment, discrimination, bullying, obscene language, swearing, racist, sexist, defamatory or otherwise offensive, insulting or abusive remarks or gestures**.