

SYDNEY MECHANICS' SCHOOL OF ARTS (SMSA)

CODE OF CONDUCT

BACKGROUND

1. The SMSA is constituted by the Sydney Mechanic's School of Arts Incorporation Act of 1886, and its amendments in 1929 and 1940 (**SMSA Act**).
2. The SMSA is governed by a set of By-Laws which were adopted at a General Meeting of the Members on 29 October 2019 (**By-Laws**). The By-Laws may be amended from time to time in accordance with the terms of the By-Laws and the SMSA Act.

PURPOSE

The Code of Conduct sets out the standards of behaviour required of members, staff, volunteers, contractors and users of the SMSA's facilities and services.

SCOPE

The Code of Conduct applies to all persons using the facilities of or otherwise associated with the SMSA in a capacity set out under the heading 'Purpose' above.

POLICY STATEMENT

1. All persons associated with or using the facilities of the SMSA shall:
 - a. uphold the SMSA's purpose, aspiration and values
 - b. treat everyone with courtesy, respect and sensitivity, taking into account individual experiences and views
 - c. always act in an inclusive and non-discriminatory manner towards all others
 - d. conduct themselves in a manner that does not cause offence or distress to others
 - e. be honest and fair in their dealings with the SMSA
 - f. respect the privacy of individuals, in particular regarding information acquired as part of their role in the SMSA
 - g. not make improper use of information acquired during their relationship with the SMSA
 - h. use due care and diligence in fulfilling their functions and exercising any powers attached to their role within the SMSA where applicable
 - i. not engage in conduct likely to bring discredit to the SMSA

- j. not allow personal interests, or the interests of any associated persons or organisations, to conflict with the interests of the SMSA
 - k. follow all lawful and reasonable directions of staff, including a direction to leave the SMSA premises if such a request is made
 - l. comply with all the SMSA Act, By-Laws and SMSA policies and procedures, and any relevant legislation and regulations (including but not limited to workplace health and safety matters).
2. The SMSA Board of Directors is responsible for the culture of the SMSA, including a three- yearly review of the SMSA's Code of Conduct, in consultation with its staff.
 3. The Chief Executive Officer (CEO) is responsible for ensuring the Code of Conduct is provided to all persons identified in the scope, and for ensuring all persons understand their obligations with respect to the Code of Conduct.
 4. Any concerns about compliance with the Code of Conduct should be brought to the attention of the CEO or a Director of the SMSA at the earliest opportunity, who must ensure those concerns are addressed.

By becoming a member of the SMSA or by entering any premises of the SMSA or otherwise attending any event run by or affiliated with the SMSA you agree to be bound by this Code of Conduct.

PROCEDURES

1. The Code of Conduct must be displayed on the SMSA's website.
2. All relevant SMSA communications must include a website link or other means to access the Code of Conduct.