



## CODE OF CONDUCT POLICY

### PURPOSE

To ensure that Polonia Polish Association of Queensland Inc., continues to strive towards fairness, recognition, honesty, responsibility and integrity. To enforce the right for all Polonia's members to enjoy their social club in an environment that is safe and without risks to health, violence and aggression.

### POLICY STATEMENT

This policy applies to members, guests and visitors to Polonia Polish Association of Qld's premises.

All Members agree to abide by the Polonia Polish Assoc. of Qld Inc. (Polonia) Code of Conduct. In conjunction with the Polonia's Constitution and By Laws, the Code sets the standards for relationships between Members, committee of management and general good order with respect to business management, including compliance. Acceptance of, and adherence to the Code, is a pre-requisite of Membership. Each Member is responsible for ensuring they comply with the Constitution, the Code of Conduct and all charters, policies and codes approved by Polonia's Board. This Code details the responsibilities and required conduct for all Members of Polonia covering areas including fairness, recognition, honest, responsibility and integrity. Any breach of this Code may lead to a Member being censured, suspended, or expelled from the Association.

- **Polonia hosts many types of events, many of which are 'Family Friendly' and can include children.**

Therefore we will maintain a zero tolerance towards offensive or obscene language or actions at the Club or at events that are open to family members of all ages.

Members using excessive use of offensive or obscene language at adult-only events, to the point where it disturbs other attendees, will be given ONE warning. If behaviour persists, the member will be required to leave.

Polonia reserves the right to revoke membership of any member, at any time.

Polonia is always looking for ways to make our social club welcoming, friendly and approachable – if you have any complaints or suggestions, please don't hesitate to contact us! Our open-minded and conscientious staff will be more than happy to address your concerns.

Members must:

1. Treat other members, guests, staff of venues and other patrons (where a social club function is being held) fairly, equally and with respect and courtesy.
2. Behave responsibly and ensure they conduct themselves in a manner which will not injure the reputation of Polonia, its events, organisers, participants or sponsors.
3. Not physically or verbally harass others.
4. Report any inappropriate behaviour of a member to the Committee of Polonia for action and follow up.
5. Abide by and uphold the Constitution and Code of Conduct.
6. 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.
7. Notify Polonia's Membership Officer of any changes to address.
8. Not use their membership privileges to purchase tickets to any event or other offering, at a membership price, for non-members of Polonia (except for parties entitled to such prices as nominated from time to time).



9. 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 Polonia.

Breaches of this Code of Conduct:

1. Any member not behaving in accordance with the terms of the Code of Conduct at any time may be asked to leave and will not be entitled to a refund of any monies if paid.
2. The inappropriate behaviour of any members will be investigated, discussed and an appropriate course of action will be taken by the Committee, which may include a reprimand, suspension or revocation of membership.
3. In appropriate circumstances, the Committee may refer a breach of the Code of Conduct to the Arbitration Committee for handling in accordance with the grievance and disciplinary procedures.