



CODE OF CONDUCT FOR MEMBERS

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Related Work Instruction	
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Policy Author	
Approved by	

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1 PURPOSE

The purpose of the *Code of Conduct for Members* policy is to set the rules outlining standards of acceptable behavior within the Older Women's Network Queensland (OWNQ).

It ensures that it is clear and precise to all members within the organisation as to what is expected of them and reduces confusion and possible conflict within branches and the organisation.

2 PROCEDURE

Before completing a New Membership or Membership Renewal form, all members will be required to read the *Code of Conduct for Members* carefully. When this is done it will be seen that it is based on common sense and common courtesy.

When signing membership forms, please note the paragraph above the signature block which states "I have read and agree to abide by OWNQ's Code of Conduct". By signing the membership form, members agree to abide by the Code of Conduct as outlined in this policy.

Breaches of the Code of Conduct for Members may result in loss of membership.

3 CODE OF CONDUCT

All members agree to:

1. Support the aims of the organisation
2. Observe the rules, including financial procedures
3. Be courteous and behave in a reasonable manner
4. Exercise due care regarding the safety of themselves and others, being mindful of casual and other impairments affecting safety
5. Represent the organisation in a positive way, and ensure that the name of OWNQ is not brought into disrepute
6. Follow OWNQ's grievance procedures to resolve conflicts

In summary, if a Member has any matter to raise pertaining to the Branch, or has a complaint, it should be brought up with the Convenor in the first instance. If the Convenor is unable to resolve the issue, the matter can then be raised with the Coordinator. If the matter still remains unresolved the Coordinator will notify the Management Committee, who determine the next course of action.

Members Name _____ Signature _____ Date _____