



## Codes of conduct

Access level: Public access

Version	Author	Date	Action/Notes
1	Bruce Ward	Oct 2016	Approved by committee as interim policy

### 1. Shed values

- 1.1. **Respect** – we recognise and accept that all members are entitled to their opinions and we show respect even when there are differences of opinion.
- 1.2. **Integrity** – we are open, honest and trustworthy in dealing with fellow members, visitors, volunteers, and the broader community.

### 2. Rights and responsibilities

- 2.1. Every person in the Shed has a right:
  - to be treated fairly and with respect;
  - to feel safe and happy in the Shed;
  - to be able to speak their mind and have their ideas and suggestions heard;
  - to have the opportunity to learn or to teach others;
  - to have their achievements recognised, and
  - to be a member of a shed which enjoys a good reputation.
- 2.2. Every person in the Shed has a responsibility:
  - to treat other members fairly and with respect;
  - to conduct themselves in a way that allows others to feel safe and happy in the Shed;
  - to listen to the ideas and suggestions of other members;
  - to show respect to all people at the Shed regardless of personal differences;
  - to recognise and acknowledge the success of others;
  - to conduct themselves in a manner which enhances the good reputation of the Shed, and;
  - not to express views that are likely to offend or insult other people present.

### 3. Members code of conduct

- 3.1. The Shed aims provide a safe, supportive and friendly environment for men to gather, volunteer, work, teach, learn and seek fellowship with other like-minded men.

- 3.2. As a member you are expected to:
- be courteous to other people at the Shed.
  - maintain a friendly atmosphere at all times.
  - respect each person and their right to voice their own opinion, even if you disagree.
- 3.3. Aggressive behaviour is not tolerated under any circumstances. This means both physical and verbal aggression.

### **Alcohol and drugs**

- 3.4. You must not bring alcohol or illicit drugs to the Shed or the surrounding grounds nor should you consume alcohol or illicit drugs on the premises.
- 3.5. Any person arriving at the shed obviously affected by alcohol or illicit drugs will be asked to leave immediately and return when not affected.

### **Smoking**

- 3.6. You are not allowed to smoke in the Shed or the surrounding grounds.
- 3.7. If you need to smoke, ask the day coordinator to explain the places where you can smoke. You must dispose of cigarette butts and packets appropriately.

### **Signing in and day fees**

- 3.8. You must sign-in on arrival at the Shed, whether you are attending all day or just dropping in. This is an important insurance requirement.
- 3.9. Pay the nominated day fee if you are using the Shed facilities. If you attend more than two days in any given week, subsequent days are free.

### **Housekeeping**

- 3.10. Leave the kitchen and all utensils, clean – we do not have a cleaner!
- 3.11. Put any used plates and cups in the dishwasher.
- 3.12. If the kitchen area looks unclean, please clean it.

### **Departure from the Shed**

- 3.13. The kitchen and workshop must be clean and tidy before leaving the Shed.
- 3.14. Everyone who has been using the Shed is responsible for cleaning up at the end of the day – it is not the day-coordinator's job to clean up!
- 3.15. The last person out will run through the end-of-day checklist and secure the building.

### **Authority**

- 3.16. The Management Committee is in place to control and manage the affairs of the Shed within the rules contained in the Constitution. Be careful not to usurp the role of the committee by making direct decisions that should rightfully be made by the committee.
- 3.17. You must not commit the shed to any project or expenditure without the specific approval of the Management Committee or an appropriate standing approval.

3.18. Shed issues are taken to Shed colleagues first. If there is still a problem, report it to the Management Committee.

### **Not for profit**

3.19. The Shed is a not-for-profit organisation and it may be illegal for members to make commercial gain or profit from their membership.

3.20. You must seek approval from the committee if you intend to privately sell any product or project made with Shed materials, tools or expertise.

3.21. If you need to promote something on your own behalf, you must not use the Shed's name or incorrectly imply that the Shed may benefit in some way.

3.22. If you are using the workshop to make products to sell for personal gain you may not be covered by the Shed's personal accident insurance, which only covers specific volunteer activities.

3.23. Shed resources are for all members, not for particular individuals.

## **4. Workshop code of conduct**

We work safely in a manner that protects and promotes the health and well being of fellow members, visitors, volunteers and the broader community.

4.1. Follow any instructions given by a workshop supervisor or day coordinator.

4.2. Never use the workshop or operate any machinery or power tools if you are the only person at the Shed. This is an important requirement of our insurance.

4.3. You must not operate any machines or power tools unless you have been cleared for the purpose by a workshop supervisor (you need only be approved the first time).

4.4. Wear clothing and footwear appropriate for a workshop. Avoid loose-fitting clothing that could become caught in machinery. Wear fully enclosed shoes. Ask the day-coordinator for more detail.

4.5. If you see a safety problem – fix it or report it to a day-coordinator.

4.6. Do not talk to or distract people who are using workshop machines or power tools. Wait until they are finished. If it is urgent, wait until you can safely interrupt.

4.7. Clean up after yourself. Return tools used to their proper storage area and clean any machines, benches and work areas. Check and empty sawdust and dust bags and bins.

4.8. Put your own projects away when you are not at the Shed. Benches are for working, not storing half-finished projects or materials.

4.9. Report any faults, breakages or damage to the day-coordinator before leaving the shed.

## **5. Management Committee code of conduct**

The Management Committee is elected by members at the annual general meeting held in March each year. The committee meets on the second Wednesday of each month, except in January.

5.1. Committee officers and members have a duty of care to do the following:

- Comply with the members code of conduct
- Act fairly and ethically in managing the affairs of the Shed.
- Attend as many committee meetings as possible.
- Communicate openly with members and raise any problems, grievances or concerns at committee meetings.
- Respect the views of other committee members – challenge respectfully and criticise constructively.
- Maintain strict confidentiality on any personal, private or commercial-in-confidence information that may come before the committee.
- Disclose any potential conflict of interest in relation issues or decisions before the committee.
- Advise the president or secretary of any change in circumstances that may impact on your ability to serve on the committee. (See the Shed Rules for details of circumstances that may disqualify a committee member.)