**The Gilbert & Sullivan Society of Western Australia Inc.**

**Code of Ethics and Code of Conduct**

* 1. **Code of Ethics - Overview**

1. The Gilbert and Sullivan Society’s Code of Ethics is a statement of the ethical principles, values and behaviours expected of all members of The Gilbert and Sullivan Society of WA.
2. It is a condition of membership that members adhere to the Society’s policy including the Code of Ethics and Code of Conduct.

**1.2 Code of Conduct – Overview**

1. The Code of Conduct details expectations of all members of The Gilbert and Sullivan Society to act in accordance with the expressed standards of conduct. Members of The Gilbert and Sullivan Society of WA are responsible for their own behaviour and are obliged to conduct themselves in keeping with the provisions of the Code of Ethics and Code of Conduct with regard to each and every undertaking associated with Society business.
2. Where a member’s conduct does not meet the standards set out in this Code of Conduct action may be taken under by the board of the Society that may result in termination of the individual’s membership.
3. Also refer to The Gilbert and Sulivan Society of Western Australia Constitution found on the Society’s website.

**2. Code of Ethics**

1. This Code of Ethics is a statement of the ethical principles, values and behaviours expected all members of The Gilbert and Sullivan Society.
2. The Code of Ethics is intended to assist members to identify and resolve ethical issues that might arise. It is designed to guide them in their dealings with colleagues, as well as local, national and international communities. The Code of Ethics puts forward a set of general principles rather than detailed prescriptions. It stands besides, but does not exclude or replace, the rights and obligations conferred under common law or legislation. The Code of Conduct then provides more specific information about The Gilbert and Sullivan Society’s policies, rules and expectations based on these principles.
3. It is essential in such a community that all members recognise and respect not only their own rights and responsibilities, but also the rights and responsibilities of every other member of the community.
4. The Society recognises that many of its members are also bound by codes of conduct or ethics defined by learned or professional societies or groups.
5. Members may also have allegiances to particular religious or cultural traditions. It is recognised that these allegiances are not always in harmony. It is an obligation of the member to weigh the importance of these allegiances in each particular set of circumstances.

**The Code of Ethics is based on three universal ethical principles. These are:**

**2.1 Equity and Justice**

People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In a just community all members can access opportunities that allow for their full participation in the community.

**2.2 Respect for People**

People are to be treated as individuals with rights to be honoured and defended. Respect empowers others to claim their rights and to achieve their potential. Respect for the rights of other people is the basis on which individuals become members of a community and accept their social responsibilities to behave with integrity. Membership of a community means that individuals not only have rights but also duties and responsibilities to others to act openly and honestly. Demonstrating respect for persons requires, for example, dealing with disagreements by reasoned argument rather than by using language (words, style and tone) that have the effect of inappropriately attacking or demeaning the listener/recipient. This includes, but is not limited to, emails, phone calls, text and speech.

* 1. **Personal and Professional Responsibility**

1. The principle of taking personal responsibility requires not only that people avoid doing harm to others but also that they exhibit courteous behaviour, upholding the standards expected of all members of the Society as part of achieving a common good. In so doing they are expected to protect the rights of others and respect the diversity of cultures and peoples. Those well-positioned to assert their rights have a reciprocal duty to exercise care towards those who depend on them for their wellbeing. This principle involves stewardship of assets, resources and the environment.
2. The Code of Ethics underpins a Code of Conduct that outlines the actions or procedures applicable to members of The Gilbert and Sullivan Society for a range of specific ethical issues.

**3. Code of Conduct**

1. The Code of Conduct is based on principles, values and behaviours outlined in the Code of Ethics. This Code applies to members of The Gilbert and Sullivan Society. Contractors, their employees and representatives, and visitors engaging in any Society-related activity are expected to conduct themselves in a manner consistent with this Code.
2. The Code of Conduct underlines —
3. the rights of members to be treated fairly and equitably
4. complaints or breaches of policies and Codes; and
5. the obligations and expectations of all members to act in accordance with the expressed standards of conduct, integrity and accountability contained in Societal policies.
6. The objectives of the Code are to —

##### provide direction to members around expected conduct whilst affiliated with the Society.

##### assist members in dealing with ethical issues in ways that reflect the Society’s values and standards.

##### promote professionalism and excellence.

##### express shared assumptions and organisational values.

##### provide members with direction in ethically ambiguous situations.

##### detail the Society’s social responsibilities; and

##### provide a statement on public accountability and corporate governance.

##### The Code of Conduct does not, and cannot, cover every possible situation. One can, however, test oneself on whether their behaviour is ethical by asking themself five questions —

##### Would I be happy to have what I am saying or doing be on the public record or appear on the front page of the newspaper?

##### Does what I am saying or doing serve a purpose beyond self-interest?

##### Would I like to be spoken to or treated in this way?

##### How will taking this action reflect on my character, or the reputation of the Society?

##### What would the Society be like if we all made decisions like this or behaved in this way?

##### Members of the Society should be aware that any breach of this Code may result in disciplinary action being undertaken by the board of the Society.

**4. Obligations of the Individual**

Members of The Gilbert and Sullivan Society are responsible for their own behaviour and obliged to conduct themselves in the following manner with regard to each and every undertaking associated with Society business —

1. behave honestly and with integrity.
2. act with care and diligence.
3. treat everyone with respect and courtesy and without harassment.
4. use Society property and money efficiently, carefully and honestly with due authorisation and without misappropriation.
5. comply with all applicable laws.
6. comply with any lawful or reasonable direction given by a person with the authority to give the direction.
7. behave in a way that upholds the values, integrity and reputation of the Society.

##### Failure to act in accordance with these obligations can be a cause for investigation that may result in disciplinary action being undertaken by the board of the Society.

**4.1 Equality and Justice**

The Gilbert and Sullivan Society is committed to a policy of equal opportunity. The Society accepts that it has a responsibility to create an environment free from discrimination, and to ensure that the principle of merit operates unhindered by regard to irrelevant criteria. To this end the Society will act to ensure that its structures are free from direct or indirect discrimination on the grounds of sex, marital status or pregnancy, race, age, sexual orientation, gender identity, religious or political beliefs, impairment, family responsibility or family status.

* 1. **Harassment**

1. Harassment is defined as inappropriate and unreasonable behaviour which can involve physical, verbal and visual conduct including material that is displayed in the workplace; for example, on a noticeboard, on a computer, or sent by email, SMS or put on a website, blog or on social networking. Harassment refers to words or behaviour that threatens, intimidates, or demeans a person. Harassment is unwanted, uninvited, and unwelcome and causes nuisance, alarm, or substantial emotional distress without any legitimate purpose.
2. The Society is committed to maintaining an environment where members are valued, respected and able to realise their full potential. Harassment and discrimination of any form such as sexism, racism or bullying has no place in such a culture. All forms of harassment and discrimination are serious issues that undermine morale and can adversely affect the ability of members to feel included within the Society. Such behaviour is unacceptable, and all complaints will be dealt with fairly and promptly. In particular, the Society will not tolerate bullying or harassment including disability, racial, or sexual harassment. Disciplinary action will apply to any member who is found to have harassed another person in the community.
3. Harassment and discrimination are contrary to the principles developed in the Society’s Code of Conduct.
4. Established cases of harassment or discrimination will be addressed by the board of the Society.

**4.2.1 Discrimination**

1. Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favourably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including colour, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; impairment; political or religious conviction; and sexual orientation or gender history.
2. Indirect discrimination occurs when an apparently neutral requirement, condition or rule unfairly impacts on people with a particular attribute or characteristic (e.g. disability, gender or race) compared to people without that attribute, and the rule or requirement is not reasonable in the circumstances.
3. It is the responsibility of all members of the Society to take steps to prevent incidents of unlawful discrimination within the Society
4. Equal Opportunity Act 1984

https://www.wa.gov.au/government/publications/equal-opportunity-act-1984

**4.2.2 Prevention and resolution of Bullying**

1. The Society acknowledges that all members have the right to an environment free from bullying. The Society has a duty of care to all members of its community and that violence, aggression and bullying are unacceptable. A common definition of bullying is:

**Repeated, unreasonable or inappropriate behaviour directed towards a person that creates a risk to health and safety.**

1. A situation may be identified as bullying if a member, or members, are harmed, intimidated, threatened, victimised, undermined, offended, degraded, or humiliated, whether alone or in front of other people. In order to maintain objectivity for investigation and litigation purposes, the ‘reasonable person’ test applies – bullying is predicated on a pattern of behaviour that a reasonable person in the circumstances would view as victimising, humiliating, undermining or threatening.
2. The general ‘duty-of-care’ applies to all members, and all members must be aware of their duty not to place the safety and health of others at risk by engaging in violence, aggression or bullying behaviour. The Society encourages all members to report incidents of bullying that they witness.
3. Established cases of bullying will be considered as serious misconduct.

**4.2.3 Disability Harassment**

1. Disability harassment is any verbal, physical or written act taken in relation to a person with a disability that is reasonably likely to humiliate, offend or distress the person, or an associate of the person with a disability, such as a relative or carer.

**4.2.4 Racial Harassment**

1. Racial harassment is any verbal, physical or written act which is based on a person’s colour, physical characteristics, descent, country of origin, ethnic background or nationality, and is unwanted, unacceptable and offensive to the person, or those related to, or closely associated with, that person.

**4.2.5 Sexual Harassment**

1. Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person. It does not include mutual attraction, consensual romantic involvement or friendship. Inappropriate conduct can be in the form of words or actions, including circulating or displaying written or pictorial material that is sexually offensive or belittling in any form, including print, email, text messaging and, where specifically directed toward a person, on social networking websites.
2. Sexual harassment involving a physically violent and/or coercive component such as physical molestation or assault, persistent following or stalking, indecent exposure, and obscene communications in any media, may be considered sexual assault and possibly a criminal offence.
3. Established cases of sexual harassment will be considered as serious misconduct.

**4.2.6 Complaints**

Members of The Gilbert and Sullivan Society are entitled to fair and equitable complaint procedures. See - The Gilbert and Sulivan Society of Western Australia Constitution found on the Society’s website.

**5. Personal Responsibility**

1. The Society expects all members to create an honest, ethical and professional workplace. Any issues raised of suspected fraud or corruption will be taken seriously by the board of the Society which will conduct investigations, including potential referral to the Corruption and Crime Commission of Western Australia.
2. Fraudulent and corrupt conduct generally involves behaviour that is deliberately dishonest or deceitful and involves the abuse of trust which leads to a person gaining a benefit from these types of actions. Examples include unauthorised use of Society property, falsifying or manipulating data, or making false claims of expenses or entitlements.
3. All members of the Society have a duty to report any act or situation that may be suspected as fraudulent, or corrupt, as soon as they become aware of the circumstances. If a member believes that a person is involved in fraudulent or corrupt activities, they should inform the board of the Society.

**6. Safety and Health**

The Society is committed to providing and maintaining safe workplace. All activities are required to be properly planned to ensure the safety, health and welfare of all participants and others. All members are required to take reasonable care of their safety and health and that of others. To aid in risk assessment see –

https://www.hse.gov.uk/simple-health-safety/risk/index.htm

**7. Use of Societal Facilities and Equipment**

Members of the Society are expected to use all Societal facilities and equipment efficiently, carefully and honestly. Resources should be used economically, secured against theft or misuse and waste avoided. These resources should not be used for personal purposes unless express permission has been granted in prior to use.