

CODE OF CONDUCT & OBLIGATIONS



Melville Community Men's Shed Inc. [MCMS] primary purpose and reason for existence is to improve the health and well-being of the men in our Community.

This includes but is not limited to physical, mental, spiritual and social well-being that extends beyond the traditional definition of health. More detail is shown in Objects section of the MCMS Constitution (aka Rules)

As a member of MCMS, I am committed to:

Behaviour and Conduct:

- accepting personal responsibility and being dependable,
- undertaking tasks/ volunteer assignments consistent with my interest, abilities, and available time
- conducting tasks/ volunteer assignment with an open mind and a willingness to learn
- accepting feedback from supervisors in order to do the best job possible
- avoiding conflict of interest situations and refrain from actions that may be perceived as such.
- reveal any potential or actual conflicts of interest as they arise
- declining tips, gifts, etc.
- not requesting meals/ drinks to be paid for, or otherwise accept payment for my volunteer work
- addressing ethical concerns directly with ta colleague with whom I have the concern; and
- when necessary, reporting such to a supervisor or member of Executive Management Committee

Respect:

- treating all individuals with a sense of dignity, respect, and worth.
- being nonjudgmental about cultural differences, living conditions and the lifestyle of other members
- avoiding profane /abusive language and disruptive behaviour that is dangerous to self and others.
- abstain from the improper use of photo, audio or video recording equipment
- respecting all confidential information including all proprietary or privileged details
- not preaching to anyone or pressuring anyone to accept my political, cultural, or religious beliefs
- complying with mandated reporting in cases of suspected child and/or adult abuse or neglect.
- respecting and using all equipment appropriately and as required for Shed tasks/ community activities.
- abstain from the use of MCMS or member' equipment/resources for personal use.

Safety & Health:

- Not use, possess, or be compromised by alcohol/ illegal drugs within MCMS /serving Community.
- Abstain from all at-risk, unsafe or illegal activity.
- Report hazards, incidents, injuries, unsafe situations and suspicious activities to a supervisor.
- Wear required identification and clothing. [example - Shed badge with competency Dots]
- Clothing is preferably MCMS-logoed shirts and/ or is suitable for the Shed/ Community tasks
- Clothing and posters should not contain offensive or objectionable material (slogans or graphics)
- Follow safe workplace procedures (SWP), attend training and education sessions, and use PPE.
- adhere to MCMS rules/ procedures - failure can invoke **Constitution : PART 4 — Disciplinary Action and Disputes**

Endorsed and issued by:

2022/23 Management Committee
Melville Community Men's Shed Inc.

Date

Agreement and signature

Member's Name _____ Signature _____
TidyHQ Number _____ Date _____