

CODE of CONDUCT & OBLIGATIONS



The **Melville Community Men's Shed Inc. (MCMS)** exists to improve the **well-being** of members of our Shed.

Member Commitments

Behaviour & Conduct

I will:

- Undertake tasks and activities consistent with my interest, abilities and available time.
- Accept **feedback** and perform duties with a **willingness to learn**.
- Be **responsible and dependable** in undertaking volunteer tasks.
- Avoid **conflicts of interest** and **will not accept tips, gifts, or payments** for volunteer work.
- Address concerns **conscientiously** and escalate issues to a supervisor if necessary.

Respect & Inclusivity

I will:

- Treat **all individuals with dignity and respect**.
- Avoid **judgment** of others' backgrounds, cultures, or lifestyles.
- Use **appropriate language and behaviour**—no abusive language, disruptive conduct, or offensive material.
- Respect **confidentiality** and use shed resources appropriately.

Safety & Health

I will:

- Follow **Safe Work Procedures (SWPs)**, attend training, and use **PPE** at all times.
- Report **hazards, incidents, and suspicious activities** to a supervisor immediately.
- Wear the required **shed badge and clothing**, preferably MCMS-branded attire.
- Ensure that there is **no alcohol, drugs, smoking, vaping or unsafe activity** within the shed. (Unless a liquor licence has been obtained from for a specific function)

Failure to comply with **MCMS rules** may result in disciplinary action under the MCMS Constitution (Part 4 – Disciplinary Action and Disputes).

Acknowledgment & Agreement

I acknowledge that I have completed the Shed Orientation and agree to abide by all **rules, safety procedures, and responsibilities** outlined above.

Member's Name: _____

Signature: _____ Membership Number: _____ Date: _____

Duty Officer Sign-Off

Name: _____

Date: _____