

# HARVEY MEN'S SHED INC.

PO BOX 570  
HARVEY, WA 6220  
ABN: 23 352 534 036

## CODE OF ETHICS

Responsible person	
Version	1.0
Date approved by Committee	<a href="#">Click here to enter a date.</a>
Scheduled review date	<a href="#">Click here to enter a date.</a>

## INTRODUCTION

The ethical standing of Harvey Men's Shed Inc is essential in establishing our credibility and furthering our mission.

Ethical principles arise from consultation with and responsiveness to our shed's members, employees, volunteers and stakeholders. Harvey Men's Shed Inc's ethical organisational culture is not simply set at Committee level but is occurrent at all levels of the organisation and in all interactions.

## PURPOSE

This policy is designed to provide guidelines for procedures that will allow Harvey Men's Shed Inc's to evolve a consensus on the ethical principles that guide our conduct.

## POLICY

Harvey Men's Shed Inc's commits to operate in accordance with an ethical code drawn up through agreed procedures and committing to members, clients, employees, volunteers, and stakeholders.

The Code will be in keeping with the Shedders Pledge:

*To treat everyone with respect, acknowledging that I will act in good faith and in the best interest of our shed members.*

*To value fairness, independence and generosity of spirit as dearly as mateship.*

*To work as a team to be a valuable contributor to the local community. By doing so our shed provides opportunities for community, connection and participation that help to support the health and wellbeing of all members.*

# CODE OF ETHICS PROCEDURES

## RESPONSIBILITIES

It shall be the responsibility of the Committee to appoint a Policy Committee headed by a Chair and reporting to the Committee.

The Policy Committee shall be responsible for carrying out the process of developing and maintaining the Code of Ethics for the shed.

The Committee shall be responsible for disseminating the Code of Ethics and of ensuring its observance.

## PROCEDURES

The Policy Committee organises consultation with members, clients, employees, volunteers, and stakeholders on:

- The values that the shed wishes to embody.
- The specific ethical imperatives that are implied by these values.

The discussions around these issues should be used to raise awareness of the significance of ethical attitudes to the effective operation of the organisation.

The Committee shall then:

- Review the policies of the organisation to ensure that these are not in conflict with the shed's ethical principles.
- Draw up a draft Code of Ethics for the shed.

It should be noted that Harvey Men's Shed Inc ethical position is represented by the shed's policies and by its Code of Ethics, and any ethical guideline does not necessarily need to be repeated in both.

The Code of Ethics should then be circulated for discussion and comment to members, clients, employees, volunteers, and stakeholders. Again, the discussion should be used to forward a commitment among all concerned with the organisation to the ethical operation of the shed.

The Policy Committee shall forward a final draft of the Code of Ethics to the Committee. The Committee may make any alterations it sees fit, and the resulting Code of Ethics shall be presented for the approval of the membership at the next General Meeting.

Once the Code of Ethics has been approved by the General Meeting it shall be implemented by the shed. Procedures should then be instituted to provide sanctions and penalties for breaches of the Code.

## RELATED DOCUMENTS

- Constitution
- Standing Orders
- Anti-Discrimination Policy
- Sexual Harassment Policy
- Bullying Policy
- Environmental Sustainability Policy
- Conflict of Interest Policy
- Transparency & Accountability Policy

- Ethical Fundraising Policy
- Acceptable Use of Vehicles & Equipment Policy
- Legislative Compliance Policy
- Staff Dispute Resolution Policy
- Acceptable Use of Electronic Media Policy

## **AUTHORISATION**

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Secretary

Date:

## **APPENDIX A. HARVEY MEN'S SHED INC'S CODE OF ETHICS**

### **INTRODUCTION**

This Code is not presented as a model for possible adoption but as an illustration of the kind of agreed principles that arise from a process of consultation.

### **EMPLOYEES / VOLUNTEERS / OFFICE-BEARERS / BOARD MEMBERS**

- Shall, in all business conducted under Harvey Men's Shed Inc place the interests of the shed over their own interests of those of any other person or persons.
- Shall observe the provisions of the constitution, policies, and rules of the shed.
- Shall treat the other members of the shed, the office-bearers of the shed, and the clients of the shed with respect.
- Shall undertake any training necessary for the performance of their duties.
- Shall, in any work carried out for the shed, follow the directions of their designated supervisors.
- Shall not so act as to bring the organisation or its mission into disrepute.
- Shall treat all stakeholders with respect; including members of the Committee, members of the shed, volunteers and office-bearers.

#### **In addition to the above, Committee members and Office-bearers:**

- Shall, attend all meetings of the Committee, and if unable to attend any meeting of the Committee, shall notify the Secretary of their absence in advance of the meeting.
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively.

### **MEMBERS**

- Shall observe the provisions of the Constitution, policies, and rules of the shed.
- Shall treat the other members of the shed, and the office-bearers of the shed, and the clients of the shed, with respect.
- Shall not so act as to bring the organisation or its mission into disrepute.