



THE ENTRANCE CAMERA CLUB

CODE OF CONDUCT AND ETHICAL PRINCIPLES

The Entrance Camera Club's (TECC) is committed to ensure a safe and positive environment within the TECC's meetings, programs, competitions, exhibitions and any other events held by TECC.

This Code of Conduct and Ethical Principles is designed to ensure that all members of TECC are treated in a manner that reflects the mission, culture and legal obligations of TECC.

TECC is committed to providing and maintaining a collegial, productive and safe environment, free from bullying, harassment, vilification and victimisation to all members and guests.

This document ensures all members and guests are aware that there is always an expectation of appropriate behaviour, consistent with TECC's values including fairness, integrity, open communication and mutual respect.

This Code of Conduct and Ethical Principles applies whenever a TECC member is on TECC premises, is participating in a TECC event or activity or is otherwise acting as a TECC member.

It is advised that this policy is reviewed in five (5) years' time, or earlier if that is deemed appropriate by the TECC Committee.

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Duty of TECC Committee

The TECC Committee has committed to a policy to protect all members including themselves from any behaviour that interferes with another member or guests' participation and enjoyment of TECC including but not limited to bullying, harassment and intimidation.

Duty of TECC Members

All members and guests of TECC are required to abide by this Code of Conduct and Ethical Principles.

Compliance

- All members and TECC Committee members are expected to:
 - always observe all TECC policies, procedures, rules and regulations.
 - comply with all Federal, State and local laws and regulations.
 - comply with all reasonable, lawful instructions and decisions related to TECC.
 - maintain a high degree of ethics, integrity, honesty and professionalism.
 - comply with all confidentiality requirements of TECC's.

Member and TECC Committee required behaviour

- All members should endeavour to:
 - be honest, impartial and conscientious when involved in TECC activities
 - ensure all decisions are made ethically
 - demonstrate respect to individuals regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, political opinion, or economic status.
 - focus comments or criticism appropriately and avoid public criticism of other members or organisers of events and activities.
 - treat individuals fairly and reasonably.
 - always comply with the rules, regulations and policies of TECC, as adopted and amended by the TECC Committee from time to time.
 - not engage in activities, behaviour or conduct that jeopardises the health and/or safety of any individual.
 - respect the public or private facilities that are provided for TECC members and TECC events, and not wilfully cause damage to those facilities, or to the property of another member of the TECC.
 - prevent unwanted interruptions in formal presentations from personal electronic devices including but not limited to mobile phones.
 - only use personal information for the purposes for which it was collected
 - not use or access confidential or private information without proper authorisation. Personal information should never be disclosed to another party unless the individual to which it relates is aware of, and has consented to, the disclosure.
- TECC property is not to be removed from the TECC club premises without explicit written agreement from the TECC Committee including information on where the property is to be stored and how it can be retrieved or accessed. This includes but not limited to the following:
 - permanent collection images,
 - photographic print stands
 - digital images, photographic equipment, documentation,
 - books, TECC Committee materials such as contracts, quotes, etc.,
 - surveys, test results etc;

- gallery and office equipment such as computers, projectors, monitors, electronic devices etc.
- Members when using emails and the internet:
 - should not divulge personal or confidential information of other members
 - should comply with copyright regulations.
- Members must NOT engage in any behaviour that constitutes harassment, bullying or any form of aggressive, threatening or abusive behaviour towards TECC's members or guests.
- Members must NOT engage in any behaviour that constitutes sexual harassment.

Reporting

Members are encouraged to report any violations of this Code of Conduct and Ethical Principles, verbally or in writing to the TECC Committee for action according to Section 3, Part 10 of the Constitution. All verbal complaints need to be recorded by a committee member who receives the complaint.

Consequences of non-compliance

If a member breaches this Code of Conduct and Ethical Principles, disciplinary action may be taken.

If the breach of conduct is of a legal nature, it will be addressed in accordance with relevant Federal, State or local government laws.

A person in any membership category (including, life membership) that does not adhere to this Code of Conduct and Ethical Principles may be brought before the TECC Committee for a determination of suspension or expulsion depending on the severity and frequency of the actions. (See Constitution - Section 3, Part 10: Disciplining of Members)

If it is resolved through the processes outlined Section 3, Part 10: Disciplining of Members that the TECC Committee is to suspend or expel the member, the member will be given the right of appeal. Appeal processes are outlined in the Constitution under Section 3, Part 11: Right of Appeal of Disciplined Member. The appeal will be determined by a simple majority of votes, by secret ballot, cast by the members, at a special general meeting.

Privacy and confidentiality

Personal information is only to be used for the purposes for which it was collected. Personal information should never be disclosed to another party unless the individual is aware of, or has consented to, the disclosure.

Definitions

Harassment means any comment or conduct directed towards an individual or group, which is unwelcome, unsolicited and considered offensive, abusive, racist, degrading, malicious, intimidating, humiliating, threatening or sexist. See below for examples.

Bullying behaviour (including cyberbullying) means any verbal, physical, social or psychological abuse. It can range from very obvious verbal or physical assault to very subtle psychological abuse. Bullying is a safety hazard and poses a risk to a person's physical and/ or psychological safety. See below for examples.

Sexual harassment means any form of unwanted, unwelcome or uninvited sexual behaviour that is offensive, humiliating or embarrassing. See also The Sex Discrimination Act 1984 <https://www.legislation.gov.au/Details/C2018C00499> and the Fair Work Act <https://www.legislation.gov.au/Details/C2021A00104> See examples below.

Definition examples

Harassment Examples of **harassment** include, but are not limited to:

- written or verbal abuse, threats, outbursts or inflammatory remarks.
- unwelcome remarks, jokes, comments, innuendos or taunts.
- practical jokes which cause awkwardness or embarrassment.
- any situation created intentionally to cause embarrassment, harassment or ridicule and/or risks emotional and/or physical harm to members
- uninvited physical contact or assault.
- retaliation or threats of retaliation against an individual who reports harassment or any other breach of this Code of Conduct and Ethical Principles.
- behaviour that intimidates, manipulates, offends, degrades or humiliates.
- unreasonable criticism that is not part of managing a TECC member's conduct.
- exclusion or isolation by other TECC members.
- withholding information TECC members might need to perform tasks and activities.
- behaviours such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment.

Bullying Examples of **bullying** conduct include, but are not limited to:

- yelling, screaming or offensive language.
- excluding or isolating members or guests.
- intimidation.
- assigning meaningless tasks unrelated to a member.
- withholding information or repeatedly changing agreed targets or guidelines.
- constant or public criticism or belittling.
- repeated sabotage, isolation, constant undermining or giving a member or guest too little information.
- using technology to bully or hurt someone else known as **cyberbullying** may involve the internet, a mobile phone or camera.

Sexual

Harassment Examples of **sexual harassment** include, but are not limited to:

- sexist jokes.
- display of sexually offensive material.
- sexually degrading words used to describe a person.
- unwelcome sexual flirtations, sexual compliments, advances or propositions.
- persistent unwanted contact.
- requests for sexual favours.
- suggestive comments about someone's appearance or body.
- remarks of a sexual nature about a person, their sex life or physical appearance.
- asking questions or divulging confidences of a sexual nature.
- leering or staring at a person or parts of their body.

- suggestive behaviour, unnecessary physical intimacy, unwanted body touching or physically molesting a person, including standing too close, excessively lengthy touching or body contact.
- unwanted touching, patting, pinching, kissing or embracing someone.
- displaying or transmitting sexually offensive posters, handouts, emails or screen savers.
- gender-based insults or taunting.
- sexually suggestive behaviour including offensive body and hand movements.
- indecent exposure, stalking, sexual assault and rape.

**Date this policy was approved & adopted at Annual General Meeting:
10 November 2023**

To be reviewed in 2028.