

FRIENDS OF GEELONG BOTANIC GARDENS CODE OF CONDUCT POLICY

Policy number		Version	1.0
Drafted by	Rosslyn Jablonsky	Approved by	03/06/2024
		Committee on	
Responsible person	FGBG Secretary	Scheduled review date	June 2025

1. Objective

- 1.1 To assist Friends of Geelong Botanic Gardens (FGBG) maintain a harmonious and ethical work environment, which upholds FGBG's mission and values.

2. Application of this Code of Conduct

This Code of Conduct applies to all employees (including temporary employees), and volunteers of FGBG.

3. Our Purposes and Values

All FGBG people are expected to behave in ways that are aligned with our purposes and values.

The Purposes of the Friends of Geelong Botanic Gardens are:

- (a) To conserve, protect and enhance the Geelong Botanic Gardens and its environs, including Eastern Park.
- (b) To act in partnership with the body known as Gardens Management, created by the statutory body currently known as the City of Greater Geelong to conserve, develop and support the Geelong Botanic Gardens and Eastern Park;
- (c) To encourage the community to support and appreciate the Geelong Botanic Gardens;
- (d) To promote community awareness of the scientific, conservation, educational, historical and cultural functions, facilities, public programs and activities of the Geelong Botanic Gardens;
- (e) To provide for information, education, interpretation, public programs and activities deemed relevant by the Association;
- (f) To promote and increase membership of the Association and conduct activities for the benefit of members;
- (g) To publish and disseminate among members and the community newsletters or other publications relating to the activities of the Association or the Geelong Botanic Gardens;
- (h) Where appropriate, to act as Trustee of any charitable or other Trust established for the betterment of the Geelong Botanic Gardens.

(i) To carry out appropriate activities to raise funds for the Association, the Geelong Botanic Gardens and Eastern Park.

3.1 Values

Our core values underpin all that we do. They are:

- RESPECT-by listening to and acknowledging feedback and treating others as equal, being respectful and positive in thoughts and actions. This includes our interactions with fellow FGBG members, staff and GBG staff.
- ACCOUNTABILITY- by being responsible for our actions and following common procedures, goals, guidelines and policies.
- PROGRESSIVENESS- by pursuing an innovative and transformational path, ensuring that our decisions are informed and balanced, whilst acknowledging the contributions and achievements of former members.
- OPENNESS- by being transparent in decision-making and communication with others. We encourage the contributions of members and the involvement of community, GBG staff and the City of Greater Geelong.
- UNITY- by working together co-operatively, in a mutually supportive manner.
- BOTANIC SPIRIT -by respecting and celebrating our traditions and our Garden's history, with the desire to leave a legacy for future generations.

4. Policy

- 4.1 The Code of Conduct sets out the expected standard of behaviour of all staff and volunteers of FGBG
- 4.2 The Code of Conduct and the behaviours outlined within it are fundamental to FGBG building healthy, positive, and respectful relationships with our community. The Code of Conduct also governs the way in which all FGBG's people are expected to relate to one another, external professionals, clients, visitors, and all stakeholders.
- 4.3 The Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in the workplace.

5. Standards of behaviour

Performance of duties

- 5.1 In the performance of their duties or as part of their engagement, staff and volunteers will:
 - 5.1.1 be punctual;
 - 5.1.2 comply with deadlines and work commitments;
 - 5.1.3 attend work related functions, events and training, if required and as relevant to their role;
 - 5.1.4 treat other staff, volunteers, clients, customers, suppliers and other members of the public with courtesy and respect at all times;

- 5.1.5 treat everyone equally;
- 5.1.6 use all reasonable endeavours to promote the interests of FGBG;
- 5.1.7 provide all relevant assistance to staff and volunteers where required;
- 5.1.8 follow all lawful and reasonable directions given by FGBG and the City of Greater Geelong;
- 5.1.9 comply with all laws and rules.

Confidentiality

- 5.2 Staff and volunteers must not disclose any confidential information belonging to FGBG except as required by law, in the performance of their duties or part of their engagement or as permitted in writing by FGBG.
- 5.3 Staff and volunteers must not misuse confidential information.
- 5.4 Staff and volunteers must take whatever measures as reasonably necessary to prevent the disclosure or misuse of confidential information.
- 5.5 Staff and volunteers must comply with any request by FGBG for confidential information to be deleted, erased or destroyed in such a manner that it cannot be retrieved.

Conflict of interest

- 5.6 Staff and volunteers must not act in conflict with, or be in a position of conflict (or potential conflict) with, the interests of FGBG without the express written consent of the FGBG. Committee of Management.

Dress

- 5.7 All staff and volunteers are required to dress professionally and appropriately for the role in which they perform.
- 5.8 Personal presentation, including personal grooming and hygiene, should be of a high standard at all times.
- 5.9 Clothing should be clean, tidy and appropriate.

IT Security

- 5.10 Staff and volunteers must ensure that their use of IT resources and equipment is reasonable and appropriate.
- 5.11 Staff and volunteers are prohibited from accessing, downloading, transmitting or otherwise storing content, information or images that is unlawful or may be deemed offensive, pornographic or not in the interests of FGBG.
- 5.12 Staff and volunteers must ensure the security of FGBG's information and IT resources at all times.
- 5.13 Any personal use of IT resources including email, internet and telephones must be kept to a minimum.

Discrimination, harassment and bullying

- 5.14 Staff and volunteers must not discriminate against, sexually harass, or harass or bully anyone, and are expected to encourage a workplace culture that is free from such treatment.
- 5.15 Staff and volunteers who witness any type of inappropriate behaviour in the workplace, are obliged to report it immediately to the FGBG Committee of Management. Staff and volunteers are also encouraged to speak to the FGBG Health & Safety Representative (HSR) if they have any questions or concerns about bullying, harassment or discrimination in the workplace.

Alcohol and drugs

- 5.16 Staff and volunteers must not be intoxicated at work.
- 5.17 A staff member or volunteer is taken to be intoxicated if the person's faculties are, by reason of the person being under the influence of intoxicating liquor or a drug (except a drug administered by, or taken in accordance with the directions of, a person lawfully authorised to administer the drug), so impaired that the person is unfit to be entrusted with the person's duties or with any duty that the person may be called upon to perform.
- 5.18 If staff or volunteers require medication that affects their ability to perform their duties, a medical certificate should be produced from a duly qualified medical practitioner explaining their capacity or incapacity to perform their duties.

Use of resources

- 5.19 Staff and volunteers must not destroy or take for personal use any items belonging to FGBG without prior written approval.
- 5.20 Staff and volunteers must only use FGBG equipment, funds, facilities and other resources effectively, economically and carefully for the benefit of FGBG.

6. Breach of the Code of Conduct

Any breach of this Code of Conduct will be taken seriously and may lead to disciplinary action, up to and including termination of employment/ voluntary duties, or changed working arrangements.

Disciplinary action may include (but is not limited to):

- Counselling
- Requiring a formal apology
- Conciliation/mediation conducted by an impartial third party
- Training on expected standards of behaviour
- Verbal or written warning
- Termination of employment/ voluntary duties, with or without notice

7. Other policies and procedures

This Code of Conduct should be read in conjunction with our Privacy Policy, Cybersecurity Policy and Records Management Policy.

8. Review

This Code of Conduct will be reviewed from time to time or as legislation is amended, in light of current good practice and applicable regulatory advice.

