



CODE OF ETHICS

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Responsible person	Chair Policy Sub committee	Scheduled review date	November 2015

Introduction

The Management Committee of the Irish Club of WA (Irish Club) is committed to ethical conduct in providing the best possible service to its members and guests. This policy has been developed to provide an ethical framework for all Committee members, staff and volunteers at the Irish Club.

This policy applies to the Committee of Management, casual, permanent and contract staff and volunteers.

Purpose

The purpose of this document is to identify the position of the Irish Club on ethics and proper practice and the standards expected in providing a service to the Irish Club and its members.

Policy

The Management Committee and staff of the Irish Club have a legal and moral responsibility to manage the Irish Club in the best interests of the members it serves. The Management Committee and staff will demonstrate professional ethical behaviour at all times - in their responsibilities to the Irish Club, in their professional relationships with each other, and in their professional service to the members - and will be required to adhere to this code of ethics.

The Management Committee shall:

- Publicly and privately support the Irish Club and each other, acknowledging the strengths and weaknesses of others and acting with courtesy and respect.

- Act honestly and in good faith at all times in the interests of the Irish Club and objects, ensuring that all Club members and staff, are treated fairly according to their rights.
- Be diligent, attend Management Committee meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the Committee's decision-making.
- Observe confidentiality relating to non-public information acquired by them in their role as Committee members and not disclose such information to any other person.
- Meet regularly to monitor the performance and management of the Irish Club as a whole. To do this the Committee will ensure that appropriate monitoring and reporting systems are in place and that these are maintained and utilised to provide accurate and timely information to the Committee. [Refer to *Governance Policy* for more information.]
- Ensure there is an appropriate separation of duties and responsibilities between itself and staff and that no individual has unfettered powers of decision-making. [Refer to *Governance Policy* and *Financial Delegations to Staff* for related information.]
- Ensure that the independent views of Management Committee members are given due consideration and weight
- Ensure that members are provided with an accurate and balanced view of the Irish Club's performance, including both financial and service provision.
- Regularly review its own performance as the basis for its own development and quality assurance. Individual Management Committee members should also review their own performance with a view to ensuring a suitable contribution to Committee deliberations and decision-making and, if found lacking, should either pursue training or assistance to improve their performance, or resign.
- Carry out its meetings in such a manner as to ensure fair and full participation of all Management Committee members.
- Ensure that the Irish Club's assets are protected via a suitable risk management strategy.
- Ensure that personal and financial interests do not conflict with the duty to the Irish Club.

Staff shall:

- Publicly and privately support the Irish Club and each other, acknowledging the strengths and weaknesses of others and acting with courtesy and respect.
- Act honestly and in good faith at all times in the interests of the Irish Club and objects, ensuring that all Club members, are treated fairly according to their rights.
- Perform their duties as best they can, taking into account their skills, experience, qualifications and position. They shall act in a safe, responsible and effective manner.
- Be punctual and reliable in their attendance and adhere to their prescribed and authorised hours of duty.
- Comply with the prescribed terms and conditions of their employment/engagement.

- Record their attendance for duty in the manner prescribed.
- Carry out their duties in a lawful manner and ensure the Irish Club carries out its business in accordance with the law, and recognise both legal and moral duties of their role.
- Respect and safeguard the property of the Irish Club, its members and guests; and observe safe work practices so as not to endanger themselves or others. [Refer to *Occupation Health and Safety Policies* for more information.]
- Maintain confidentiality regarding any information gained through their work and not divulge personal information or the address or phone numbers of Staff, Committee or Club members.
- Ensure that the Irish Club will market its services with integrity and accuracy.
- Ensure that personal and financial interests do not conflict with the duty to the Irish Club.
- Undertake no personal or business activities for personal gain while at the Irish Club or while conducting business of the Irish Club: procedures associated with such activities will not be carried out on the Irish Club's computers without open and express permission of a higher authority.
- Work within the Irish Club's policies and principles.
- Discuss issues where appropriate with other staff and Committee members to determine whether or not a contemplated action is ethical.

Responsibility

The Club President, Management Committee and the Irish Club Manager are responsible for the implementation and review of this policy.

All Management Committee members, casual, permanent and contract staff and volunteers are responsible for adhering to all applicable clauses.

Related Documents

Governance Policy
 Financial Delegations to Staff
 Occupational Health and Safety Policies