

## **Gympie Community Garden Inc Code Of Conduct**

Gympie Community Garden Inc (GCG) is a community based volunteer led garden. This Code of Conduct describes the behaviours and standards volunteers and members are expected to keep in order to support the vision, mission and values of GCG. As a person involved in the services provided by GCG, I agree to:

### **Care of People**

- 1) GCG recognises that people are its most important resource. I will show respect for the rights, dignity and worth of every person.
- 2) I will treat others with courtesy and show respect for others at all times, providing access, inclusion and equal opportunities without discrimination and harassment.
- 3) I will support the efforts of GCG to provide a safe and nurturing environment by following Workplace Health and Safety guidelines and by modelling safe behaviour.
- 4) I will try to give my input into the relevant decision making processes.
- 5) I will respect the opinions and decisions of others, knowing that I will not always agree, but will accept with good grace that I am part of a community and that sometimes my ideas and priorities will differ from those of the community collective and/or the strategic directions of the committee as a whole.
- 6) I agree to behave with integrity in my dealings with others, providing support and assistance to my co-workers and to individuals and organisations with whom GCG provide services or information.
- 7) I will try to be flexible, open to new ideas and actively seek to learn from others at the gardens, learning from the results and sharing them with others.
- 8) I am willing to ask others for help and give help to others when possible.
- 9) I will hold myself to account for my words, attitudes, actions and work and I will hold others to account for theirs.
- 10) Harassment and bullying are not tolerated in the GCG or in any venue where it delivers services. Appropriate processes will be used to deal with any incidents that may arise. Disciplinary action or termination of membership may result from inappropriate behaviour.
- 11) When necessary, I will respectfully raise any issues or concerns I have with others. If not resolved, I will speak up if I am worried or concerned about something to an available committee member. If required I will then follow the appropriate dispute resolution process according to the policy.
- 12) I will maintain the confidentiality of all personal and corporate information which I may have access to during my time at GCG. This information is only for use in the course of my duties at GCG and may not be used for other purposes.
- 13) I understand that being pesticide-free and organic where possible is central to the work we do at GCG and I am committed to ensuring our collective decisions and actions are informed by this at all times.
- 14) I understand the need for structures, systems and policies to achieve the smooth running of the organisation.
- 15) I will carry out my responsibilities to the best of my abilities, according to my

role requirements, and/or according to direction from the garden co-ordinator or a committee member.

- 16) I am open to offering and receiving feedback through a periodic review process.
- 17) I am committed to working and behaving in a manner that has the best interests and long term sustainability of the GCG in mind, to see it become what we, as a community, envision. I accept GCG's "Standards of Appropriate Behaviour" listed below.

Code of Conduct acknowledgement form

I .....have read the Code of Conduct and understand the standards of conduct expected by all people involved at GCG. I also acknowledge that if I am found to be in breach of the Code of Conduct, I may be subject to disciplinary action, which may include the termination of my volunteer involvement with GCG or ability to participate in GCG courses and activities.

Signed .....

Date .....

Involvement: teacher/volunteer/student/

Affirmed: .....

Involvement: volunteer co-ordinator/garden co-ordinator/committee member

**Standards of appropriate behaviour**

	Appropriate behaviour	Inappropriate behaviour
Relationships and communication including online behaviour	<ul style="list-style-type: none"> <li>• Using open, honest, compassionate communication, and making clear and specific requests, using non violent communication</li> <li>• Using a positive and respectful manner when communicating with or about other people. This includes being mindful of culture, age, gender, race, religion, ability/disability</li> </ul>	<ul style="list-style-type: none"> <li>• Swearing or yelling</li> <li>• Bullying - see definition below</li> <li>• Making sexually suggestive comments/jokes</li> <li>• Making racist comments/jokes</li> <li>• Displaying degrading or offensive materials</li> <li>• Making threats or demands</li> <li>• Teasing or playing practical jokes</li> <li>• Using derogatory language, including insults, criticisms, name calling, sarcastic or</li> </ul>

	<p>etc.</p> <ul style="list-style-type: none"> <li>• Being a positive role model</li> <li>• Building relationships based on trust</li> <li>• Empowering everyone to share in decision making</li> <li>• Creating open, clear, and inclusive communication channels</li> <li>• Sharing relevant information</li> <li>• Encouraging participation</li> </ul>	<p>offensive language</p> <ul style="list-style-type: none"> <li>• Making insensitive comments about others differences</li> <li>• Pestering, spying or tampering with personal effects or equipment</li> <li>• Favouritism, ie. unfair treatment in relation to accessing opportunities e.g. training, leave, information, resources</li> <li>• Undermining and deceiving</li> <li>• Defaming, gossiping or spreading rumours</li> <li>• Isolating, ignoring, excluding or marginalising</li> <li>• Withholding relevant information</li> <li>• Setting unrealistic workloads, deadlines and timelines</li> <li>• Harassing, humiliating or intimidating others, i.e. displaying behaviour that a reasonable person would consider to be unwelcome or unsolicited</li> </ul>
Physical	<ul style="list-style-type: none"> <li>• Allowing for personal space</li> <li>• Touching due to medical emergency or protecting from physical harm</li> <li>• Respecting personal space and boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Displaying unwelcome physical contact e.g. lingering hugs</li> <li>• Violent or aggressive behaviour including hitting, kicking, scratching,</li> </ul>

		biting, slapping or pushing <ul style="list-style-type: none"> <li>• Kissing or touching of a sexual nature</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Wearing appropriate attire/clothing for the role</li> <li>• Respecting and maintaining confidentiality of GCG as an organisation, also of fellow community members</li> </ul>	<ul style="list-style-type: none"> <li>• Any criminal behaviour, i.e. theft, vandalism, dealing, possessing or taking illicit drugs, carrying weapons</li> <li>• Wearing inappropriate clothing</li> <li>• Sending inappropriate emails</li> <li>• Disclosing any confidential information about GCG outside of the appropriate team/MC</li> <li>• Disclosing personal details of fellow community members that have been shared with you in confidence</li> </ul>

\*Bullying is defined as repeated and unreasonable behaviour directed towards a worker or group of workers that is unwanted and creates a risk to health, welfare or safety.