



South *of* Perth Yacht Club

Professional Code of Conduct

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Expectation

This Professional Code of Conduct represents what are deemed to be normal standards of professional behaviour and it is required that all Staff members and Members of the South of Perth Yacht Club will abide by these standards. In cases where the following statements fall short of providing guidelines, Members and Staff are expected to conduct themselves in a manner consistent with the good reputation of their profession and employer.

Professionalism and Competency

In our employment, Staff members should have a careful regard for the professional standards that are required of them as employees of the South of Perth Yacht Club. It would follow that they should, to the best of their ability:

- Ensure that all terms of business between the South of Perth Yacht Club and others are unambiguously stated and are honored in full, unless modified with the consent of all parties.
- Take all reasonable steps to ensure that anyone working under their authority is competent to carry out the individual tasks assigned to them.
- Accept the trust placed in them and not seek to avoid or transfer responsibility for circumstances which they have the competency and authority to control.
- Not allow their personal views or the views of others to influence adversely the objectivity and sincerity of their professional judgment in the execution of their duties.

Duty of Faithful Service

Staff members are expected to be loyal to the South of Perth Yacht Club. To this end they should:

- Carry out their responsibilities with reasonable care and skill.
- Not take any step, which is contrary to the interests of the South of Perth Yacht Club.
- Give their full time and attention to their job.
- If they make a discovery or invention in the course of their work, disclose this to the South of Perth Yacht Club and realise this is the property of the South of Perth Yacht Club.
- Follow the lawful and reasonable directions of the South of Perth Yacht Club management.

Integrity

Staff members must demonstrate personal integrity and humanity in their contacts and dealings. They should therefore:

- When called upon to give an opinion in their professional capacity, give one that is, to the best of their ability, objective, honest and reliable.
- Not make false or misleading statements regarding their references or competence to carry out work.

- At all times act in “Good Faith” putting the outcome for the Member before any expectation of reward for self.

The Law

Staff members must comply with the laws of the Commonwealth of Australia and the laws of the State in which they operate; and subject to these must:

- Comply with the laws relating to the management and operation of the South of Perth Yacht Club and do their best to operate within the spirit of those laws.
- Make every effort to be fully conversant with current legislation and ensure that any activities for which they are responsible comply with such legislation.
- Make them aware of and comply with the terms under which they are engaged or employed.
- Not knowingly or intentionally contravene any of the laws of the Commonwealth of Australia and the laws of the State that are relevant to the management and operation of the South of Perth Yacht Club in which they are employed, having regard also for the “Trade Practices Act”, the law of copyright and other laws relating to intellectual property.

Public Statements

Staff members and Members are not permitted to give public interviews, opinions or statements. Staff members should refer any request to make a public statement to management. The Commodore and General Manager are the only authorised persons to make public statement on behalf of SoPYC.

Occupational Health and Safety

Staff members should be aware of the South of Perth Yacht Club's statement of policy in connection with Occupational Health and Safety, which pertains to their work. Staff members and members owe a duty of care to South of Perth Yacht Club just as South of Perth Yacht Club has a responsibility for the safety and welfare of its Staff and Members. Every Staff member is under an obligation to be aware of any changes to that South of Perth Yacht Club policy and must not permit any other Staff member to undertake any act or service that will unnecessarily put them or others at risk.

Smoke Free Environment

South of Perth Yacht Club premises is a smoke free working environment. Smoking may only take place during authorized tea and meal breaks in designated areas and out of sight of members and guests.

Social Obligations

South of Perth Yacht Club has an obligation to its Members, employees, suppliers and users. Staff members should therefore have regard to those interests in the conduct of their work and to their fellow staff. Therefore:

- Staff members must not make willful misrepresentations or inaccuracies in their own work and must maintain a high standard of truthfulness and accuracy whether or not they are the originators of that work.

- Staff members must never intentionally injure, maliciously or recklessly, directly or indirectly, the reputation, prospects or business of the South of Perth Yacht Club and Members.
- In their working relationships staff should show courtesy and consideration for others, respecting all cultural and religious backgrounds. Sexual harassment and discrimination on the grounds of gender race or religion will not be tolerated and may result in instant dismissal.
- Those staff who have authority, title or office delegated to them should use that authority only for that delegated purpose.
- If called upon to comment on the work of another member of staff or given the opportunity to express comment on another member of staff, it should be remembered that there is a fine dividing line between personal opinion and objective criticism. Personal denigration should be avoided at all times.

Environmental

In their dealings, staff are expected to consider the protection of the environment and should:

- Avoid waste of resources.
- If a Staff member is in the position to choose between alternative operating methods or procedures; include the protection of the environment and the preservation and improvement of the quality of life in their consideration.

Convictions

Staff members should report the matter to their manager if they are convicted of any offence involving dishonesty, intoxication or one which may bring the South of Perth Yacht Club into disrepute.

Insurance

The South of Perth Yacht Club is recognised as paying proper regard to the safety and well being of all of its employees. South of Perth Yacht Club will ensure that all of their employees are adequately insured through an authorised Workcover insurer.

Quality Policy

Each Staff member should strive to assist the South of Perth Yacht Club activities through "continual improvement".

Policy

You understand that various rules exist for the effective and safe operation of South of Perth Yacht Club enterprises and the welfare and interests of those who work for the South of Perth Yacht Club. You understand violation of the following policies may result in discipline up to and including termination:

- Unlawful manufacture, distribution, collation, dispensation, possession, or use of a controlled substance in the workplace is prohibited
- Unauthorised use or consumption of alcohol on South of Perth Yacht Club premises is prohibited

- Reporting to work under the influence of alcohol, illegal or non-prescription drugs is prohibited
- Use of non-licenced software on any South of Perth Yacht Club equipment/computer
- Downloading or streaming music, web-based radio or inappropriate or offensive material sourced on the internet on SoPYC computers is prohibited
- Accessing and using social media outside the parameters of your job is not permitted. Making disparaging comments of members and staff colleagues, denigrating members or staff colleagues or harassing members and staff colleagues in any form is prohibited
- Failure to maintain SoPYC cash in a safe and secure state at all times
- Failure to protect and maintain the assets and equipment of SoPYC
- Carrying personal mobile phones whilst working your proper rostered shift; or using personal mobile phones (including text messaging) whilst working your rostered shift and not on an authorised break.
- Not respecting the South of Perth Yacht Club's ownership of all Club assets, tools of trade, equipment, supplies, books, records and proprietary information
- Unauthorised use of Confidential Information
- Understanding that books and records are South of Perth Yacht Club Property and that it is illegal to remove them. This includes manuals, lists and other information that employees use in their daily work whether hard copy or electronic digital records.
- Disclosure of financial interests that might influence an employee's decision or actions on the job, including interests in/of suppliers, Members, clients or competitors
- Not accepting any outside employment with a supplier or competitor or any other employment that could interfere with responsibilities to the South of Perth Yacht Club or without written consent from SoPYC
- Not using information (whether or not it is Confidential Information) or authority derived from employment with the South of Perth Yacht Club for personal gain

South of Perth Yacht Club Ownership

All Confidential Information regarding or relating in any way, but not limited to, to Members, contacts, intellectual property, relationships, agreements and understandings and methods of operation established during your engagement with the South of Perth Yacht Club are at all times the property of the South of Perth Yacht Club.

Confidentiality

For the purposes of this agreement "Confidential information" is defined to include the following:

All data and documents and records related to or forming part of the information pertaining to any Members dealings or other business effected by the South of Perth Yacht Club and includes without limitation all information in whatever form in relation to the South of Perth Yacht Club enterprises, activities, business affairs, products, processes, Members (both actual and potential), all suppliers which is or may reasonably be considered by the South of Perth Yacht Club or their related entities as confidential.