

# Yandina Community Gardens Inc Code of Conduct

Yandina Community Gardens (YCG) Inc is a community based volunteer led permaculture demonstration garden. This Code of Conduct describes the behaviours and standards volunteers and paid staff, are expected to demonstrate in order to uphold the vision, mission and values of YCG. As a person involved in the services provided by YCG Inc I agree to the following:

## Care of People

1. YCG 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 opportunity particularly in respect to discrimination and harassment.
3. I will support the efforts of YCG to provide a safe and nurturing environment by following Workplace Health & Safety guidelines and by modelling safe behaviour.
4. I understand I will have the opportunity for input into 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 &/or the strategic directions of the management committee.
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 YCG provide services or information.
7. I am 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 provide help to others when possible.
9. Harassment and bullying are not tolerated in the YCG environment or in any venue where its service is delivered. All staff share responsibility for ensuring that the YCG environment is free from bullying and harassment and that the appropriate processes are used to deal with any incidents that may arise. Disciplinary action or termination may result from inappropriate behaviour.
10. When necessary, I will respectfully raise any issues or concerns I have with others. If unresolved, I will speak up if I am worried or concerned about something to the Volunteer Co-ordinator or other available management committee member. If required I will then follow the appropriate dispute resolution process according to policy.
11. I will maintain the confidentiality of all personal and corporate information which I may have access during my time at YCG. This information is only for use in the course of my duties at YCG and may not be used for other purposes.
12. YCG is committed to providing members staff and visitors with a smoke drug and alcohol free environment during designated work hours. I agree to and am committed to a drug and alcohol free environment.
13. I understand that Permaculture Tenets, Ethics and Principles are central in the context of the work we do at YCG and I am committed to ensuring that our collective decisions and actions are informed by them at all times.

14. I understand the need for structures, systems, policy and procedures, job descriptions, standard operating procedures etc in order 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, &/or according to direction from garden co-ordinator, volunteer co-ordinator or management committee member.
16. I am willing to undertake personal/professional development where relevant as offered on an ongoing basis by YCG workshop programs, other in-service workshops &/or other learning or developmental opportunities.
17. I am open to offering and receiving feedback through a periodic review process.
18. I am committed to working and behaving in a manner that has the best interests and long term sustainability of YCG in mind, to see it become what we, as a community, envision. I accept YCG "Standards of Appropriate Behaviour" as detailed in the table 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 YCG.

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 employment or volunteer involvement with YCG or ability to participate in YCG courses and activities.

Signed .....

Date .....

Involvement: employee / volunteer / student

Affirmed: .....

Involvement: Volunteer Co-ordinator /Garden Co-ordinator / management 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 etc.</li> <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>	<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 offensive language</li> <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, biting, slapping or pushing</li> <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 YCG Inc 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>• Making personal calls from work phone</li> <li>• Sending inappropriate emails</li> <li>• Disclosing any confidential information about YCG Inc 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 & unreasonable* behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Please see the YCG Inc Anti-Bullying Policy for more details.