

CODE OF CONDUCT

FOR CLUB ADMINISTRATORS

Our Code of Conduct for Administrators applies to Club directors, officers, employees, and contractors undertaking work within the Club environment. Our Code contributes to professionalism of parts of the Club and guides the expected behaviour when engaging with members, parents and other parties.

Nunawading Club Administrators will:

- 01** Respect the rights, dignity and worth of all individuals involved with the Nunawading Swimming Club environment.
- 02** Refrain from any form of abuse, intimidation, harassment or discrimination towards any parent, club members or staff member.
- 03** Act in good faith and in the best interests of the sport as a whole.
- 04** Maintain confidentiality in regards to sensitive and/or commercial information.
- 05** Resolve conflicts fairly and with good intent and where possible implement and follow established and consistent procedures.
- 06** Not allow prejudice, conflict of interest or bias to affect objectivity or professionalism.
- 07** Ensure that provision of a safe environment is at the heart of all activities, events and programs planned and conducted by the Club.
- 08** Accord with relevant Nunawading Swimming Club policies in support of consistent and accountable processes to guide club operations.
- 09** Be approachable and actively listen to the feedback received from Club members.
- 10** Encourage the involvement of positive and passionate people in the activities, events and directions of the Club.