



Standard Operating Procedure
Code of Conduct

	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<i>Prepared by</i>	Anthony Rodwell-Ball		5/11/21
<i>Checked By</i>	Andy Peters	<i>A M Peters</i>	5/11/21
<i>Authorised By</i>	Andy Peters	<i>A M Peters</i>	5/11/21

PURPOSE: The objective of this policy is to:

- Provide a clear framework to guide conduct and behaviour while involved in SIMS’ activities
- Foster a culture of legal and ethical conduct and behaviour
- Support SIMS to deliver against its objectives.
- Promote conduct and behaviour that creates healthy and positive relationships.

INTRODUCTION

SIMS is committed to fostering a culture of legal and ethical conduct and behaviour. The Code of Conduct Policy defines the required standard of conduct and behaviour required to enable this and support our objectives.

SCOPE AND RESPONSIBILITIES

The Policy applies to all members (full as well as social), contractors (including their employees), volunteers, suppliers and consultants of SIMS.

It applies:

- At the SIMS’ workshop
- When performing work on behalf of SIMS externally
- At related functions, including meetings and events outside normal working hours of operation
- When someone is identifiable as a representative of SIMS, for example is wearing a polo shirt logo that can be reasonably linked to SIMS. The Policy should be read in conjunction with other SIMS policies.

DEFINITIONS

‘Member’ means a person who participates in SIMS activities, including both full and social members

‘Contractors (including their employees), volunteers, suppliers and consultants’ include every person who carries out work in any capacity for SIMS This meaning includes: employees who are engaged in Work experience, apprentices and trainees who may be included in the definition of ‘contractor’ in some situations, as long as the contractors and employees in question are over 18 years of age.

POLICY GUIDING PRINCIPLES

This Policy defines the standard of conduct and behaviour required from members, contractors (including their employees), volunteers, suppliers and consultants of SIMS, and places the following obligations on individuals:

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- **You act legally.** If anything in this Policy is inconsistent with any law imposed on SIMS, that legal obligation prevails. If you are unclear about a law or regulation and how it applies to your participation in SIMS, ask the Supervisor or a Committee member for clarification. Report concerns, and do not ignore conduct that may be in breach of the law. Prevent harm by reporting your concerns to the Supervisor or Committee member. You may choose to remain anonymous when reporting concerns.
- **You act ethically,** and you must act responsibly if you become aware of or suspect a breach of the Code of Conduct. If you lead other members, volunteers, suppliers or consultants, it is your responsibility to set expectations and reinforce these behaviours. When in doubt about expectations, seek advice or guidance.

You act ethically when you:

- Participate in activities responsibly and effectively, as best you can, taking into account your skills, experience, qualifications and role in the Shed
- Act in accordance with SIMS' values, policies and procedures
- Keep yourself and others safe while engaged in activities, reporting incidents and making suggestions for improvements
- Maintain privacy and confidentiality of information obtained through your work with SIMS, and only use this information for SIMS' purposes
- Conduct yourself in a way that promotes confidence and trust in the work of SIMS and do not damage the reputation of SIMS
- Contribute to a positive culture by treating others with kindness and courtesy, recognising and celebrating good work and organisational outcomes, and by raising concerns through the appropriate channels
- Treat others with dignity and respect regardless of sex, gender, age, race, ethnicity, language, religion, ability, sexual orientation, or any other status protected by law
- Use SIMS' property, equipment, funds, facilities and other resources responsibly, effectively, economically and sustainably, and for legal and proper purposes for the benefit of SIMS. SIMS' property and other resources may only be removed, given away, lent, destroyed or otherwise disposed of or used where properly authorised. All property and other resources must be returned when leaving SIMS unless otherwise agreed
- Respect and safeguard the property of others
- Declare actual and potential conflicts of interest to the Management Committee, and if you are in doubt as to what may comprise a conflict of interest, seek guidance from the Committee
- Responsibly use social and other media, ensuring that public comments are ethical and lawful, and that any comments you make in a private capacity are not attributed as official comments of SIMS.

FAILURE TO COMPLY WITH THE CODE OF CONDUCT

Where it is established that a member has breached the Code of Conduct, they may be subject to disciplinary action under s.11 of the SIMS Constitution. Contractors will be counselled appropriately, and should their non-compliance with this Code continue, their services will be terminated by the Committee.

NOTICE OF SUMMARY POLICY TO BE POSTED IN SIMS' PREMISES

The Committee will prominently display a summary of this Policy for the information of members and contractors in SIMS' premises, in the format appended below.

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SUMMARY OF POLICY

PURPOSE:

The objective of the policy is to:

- Provide a clear framework to guide conduct and behaviour while involved in SIMS' activities
- Foster a culture of legal and ethical conduct and behaviour
- Support SIMS to deliver against its objectives.
- Promote conduct and behaviour that creates healthy and positive relationships.

SCOPE AND RESPONSIBILITIES

The Policy applies to all members (full as well as social), contractors (including their employees), volunteers, suppliers and consultants of SIMS.

POLICY GUIDING PRINCIPLES

The Policy defines the standard of conduct and behaviour required by everyone described above and places the following obligations on individuals:

- **You act legally.** If anything in this Policy is inconsistent with any law imposed on SIMS, that legal obligation prevails. If you are unclear about a law or regulation and how it applies to your participation in SIMS, ask the Supervisor or a Committee member for clarification. Report concerns, and do not ignore conduct that may be in breach of the law. Prevent harm by reporting your concerns to the Supervisor or Committee member. You may choose to remain anonymous when reporting concerns.
- **You act ethically,** and you must act responsibly if you become aware of or suspect a breach of the Code of Conduct. In essence, you are required to:
 - Act in accordance with SIMS' values, policies and procedures
 - Keep yourself and others safe while engaged in activities, reporting incidents and making suggestions for improvements
 - Conduct yourself in a way that promotes confidence and trust in the work of SIMS and does not damage the reputation of SIMS
 - Contribute to a positive culture by treating others with kindness and courtesy, recognising and celebrating good work and organisational outcomes, and by raising concerns through the appropriate channels
 - Treat others with dignity and respect regardless of sex, gender, age, race, ethnicity, language, religion, ability, sexual orientation, or any other status protected by law
 - Use SIMS' property, equipment, funds, facilities and other resources responsibly, effectively, economically and sustainably, and only for legal and proper purposes
- **When in doubt about expectations,** seek advice or guidance from a Supervisor or Committee member.

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