

CODE OF CONDUCT

The Busselton Senior Citizens Centre is committed to providing a safe and friendly place for people to come and take part in activities, classes, enjoy home cooked meals and make friends to stay socially connected.

All members, visitors, volunteers and staff of the Centre are expected to:

- Pay any fees in relation to an activity or class.
 - Comply with directions or instructions from staff, management or authorised persons in charge.
 - Treat other members, visitors, volunteers and Centre staff with courtesy and respect.
 - Refrain from behaviours that discriminate, harrass, offend, intimidate, disturb or embarrass others.
 - Respect the privacy of others and their right to confidentiality.
 - Handle with care property belonging to the Centre.
 - Not enter secure areas unless authorised to do so (for example: kitchen, storerooms, reception).
 - Follow all club safety practices and requirements including reporting accidents/incidents
 - Refrain from representing the Centre unless properly authorised to do so.
 - Not pursue personal activities on Centre premises without appropriate written permission (for example selling of goods/services for own profit, or outside petitions requesting members to sign).
 - Report inappropriate behaviour of a member or visitor to the Activity Coordinator or Centre Manager
 - Any member with a grievance should approach the Centre Manager in the first instance and may, if unresolved, submit a letter to the Board of Management.
 - Grievances must not be aired at large nor on social media to unauthorised persons or organisations so as not to damage the centre's reputation, bring our Centre into disrepute nor breach confidentiality
 - Not bring or consume drugs or illegal substances.
 - Not bring or consume alcohol any other time except for planned events or to enjoy with a purchase of lunch in our dining room.
 - Not smoke within 5 metres of the grounds' perimeter
 - Acknowledge that any member not behaving in accordance with the terms of the Code of Conduct will be investigated and after discussion by the Board of Management, an appropriate course of action will be taken which may include a reprimand, suspension or revocation of membership.
 - I acknowledge that during such times as I am on the premises (or its surrounds) my property shall be my responsibility and my attendance shall be at my own risk and I will not hold the Busselton Senior Citizens Centre Inc. (or its employees) liable for any personal injury or loss of property however caused; unless such loss or damage is caused by the gross negligence of the Busselton Senior Citizens Centre Inc., or its employees.
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- Please sign that you abide by our Code of Conduct as detailed above:

Signed: _____ Date: _____