



CODE OF CONDUCT

INTRODUCTION

The Code of Conduct clarifies the standards of behaviour that are expected of all FERN members, board members, associated enterprises, contractors and visitors to the premises. It gives guidance in areas where FERN representatives and all other stakeholders need to make personal and ethical decisions. Any individual seeking membership must familiarise themselves with and uphold the Code of Conduct of FERN and other FERN related policies.

PURPOSE

This Code of Conduct Policy is intended to provide a framework to clarify the responsibilities of people that represent FERN, are employed by FERN, have an enterprise agreement with FERN or are visitors or members on FERN premises.

FERN's Vision:

Provide diverse experiences for education and community networking that foster and facilitate sustainable lifestyles and practices in our urban environment.

FERN's Mission:

To become a respected organisation that plays a valued role in engaging the wider Fremantle community in ecological, social, cultural and economic sustainability principles and practices.

To create a community space for people to meet and recreate, encouraging a sense of place within the local community.

To provide a resource centre for individuals and organisations that demonstrates climate sensible design, energy, water and waste efficiency, and permaculture principles in its native and productive gardens.

To collaborate with the wider Fremantle community to inspire and engage people in adopting sustainable lifestyles through community outreach programs using experiential learning.

FERN will operate under the principles of openness, inclusiveness and accessibility for all members of the community, coupled with accountability and transparency in all operations.

It aims to integrate a philosophy of accountability into the FERN's activities and that of its associated enterprises and stakeholders; and to establish and promote sound, ethical and transparent practices in our operations.



POLICY

Any FERN member or visitor must:

- Apply FERN's policies and procedures.
- Understand that FERN is a shared space that appeals to different people for different reasons.
- Act ethically and responsibly.
- Be accountable for their own actions and decisions.
- Behave honestly and with integrity in connection with dealings with FERN.
- Work together with the community in a spirit of openness and co-operation.
- Treat everyone with respect and courtesy, and without harassment.
- When acting in connection with FERN, comply with all applicable Australian laws. For this purpose, Australian law means:
 - any Act (including this Act), or any instrument made under an Act; or
 - any law of a State or Territory, including any instrument made under such a law.
- Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with dealings with FERN.
- At all times behave in a way that upholds:
 - FERN's Mission, and Values; and
 - The integrity and good reputation of FERN.
- Not consume alcohol on FERN's premises.
- Not consume drugs on FERN's premises.
- Not smoke on FERN's premises.

FERN Board members agree to all the above conditions, in addition they must:

- Agree to conduct business in a professional manner during meetings.
- Agree that issues of a personal matter between board members are to be dealt with between the individuals concerned and are not to be brought up during board meetings unless they are directly related to an agenda item being discussed.
- Represent the interests of FERN.
- Provide the necessary background information for an agenda item to be discussed at a board meeting, so all board members are fully informed of an issue.
- Not make unilateral/sole decisions about anything related to FERN. All decisions and proposals must be brought to the board for a decision. (Note: If a matter is urgent or very minor the board member must at least post to the FERN board Facebook group and ask if anyone objects to a proposed action stating why it is required.)



FERN commits itself to:

- Providing a safe and family friendly environment to all visitors.
- Creating an environmentally aware culture and conserving natural resources by reusing and recycling where possible.
- Using, in the operations of FERN, processes that do not adversely affect the environment.
- Ensuring the responsible use of energy throughout the organization.
- Providing community members with a venue for workshops and activities that promote the mission and vision of FERN.
- Working with suppliers who promote sound environmental practices; and
- Enhancing awareness among our members, volunteers, and visitors – educating and motivating them to act in a sustainable and environmentally responsible manner.
- Acting promptly and responsibly to correct incidents or conditions that endanger the health or safety for community members at FERN premises.
- Resolving issues and conflicts that may arise with individuals directly; where further action is required the matter will be dealt with by the FERN Board – see procedures below.



RESPONSIBILITIES

It shall be the responsibility of the Board to establish and maintain policies and procedures and to bring these procedures into effect. It shall be the responsibility of the Board to ensure implementation of these policies and procedures and to report any improper conduct or illegal activities to the Board and to relevant authorities if required.

ISSUES AND CONFLICTS

- Where issues or conflicts arise – FERN members undertake to promptly work directly with the individual/s concerned to resolve any problems. In the event that a problem is not resolved in the first instance:
 - disputes between individuals are to be mediated by a member of the FERN board; if the dispute is still unresolvable;
 - It will be brought to the board for discussion at which point a board decision to action a solution will be final and binding on all parties involved.

Failure to comply with this Code of Conduct may mean termination of a contract, agreement, termination of membership, banning from the premises and further action may be taken by the Board if required.

RELATED DOCUMENTS

- FERN Constitution.
- FERN Conflict of Interest Policy.

