

# DEVONPORT

## COUNTRY CLUB

<b>Devonport Country Club Incorporated</b> <b>Code of Conduct</b>	<b>Version: 1</b>
	<b>Date:</b> <b>27.04.2021</b>

### **Policy Statement**

This Code of Conduct document summarises Devonport Country Club's (the Club) expectations of its staff, Members and their guests and encourages them to behave in a manner consistent with this code.

The Club is committed to creating an open environment which fosters a culture that values, appreciates, and respects all its staff, members, and their guests.

The Code of Conduct has been developed to ensure a safe, friendly, and respectful place for Members, visitors, and staff to gather in the spirit of co-operation, relaxation, goodwill, fun and friendly competition.

As a part of our staff, a member or visitor/guest of the Club a certain standard of behaviour is expected that reflects the basic requirements of good sportsmanship, integrity, honesty, courtesy, and respect to be shown to all other members, competitors, Club officials, staff, and the public.

This code of conduct applies to the Members, staff, and visitors of the Club.

### **2. Code of Conduct**

All Members shall:

- a) Treat all staff, other members and their guests and visitors to the club, fairly, equally and with respect.
- b) Refrain from directing staff on how they should perform their duties. Any complaints or suggestions about employees are to be made in writing to the General Manager.
- c) Follow all reasonable directions given by Management or members of staff.
- d) Be familiar with and comply with the Club's constitution, policies, procedures, and by-laws.
- e) Comply with club safety practices and requirements.
- f) Be vigilant in the timely reporting of real or Potential safety hazards to the Club's Management.
- g) Refrain from behaviour that may bring the Club into disrepute and not make statements on behalf of the club unless authorised to do so.
- h) Not harass, intimidate, or threaten verbally, physically, or otherwise abuse or retaliate against any Member, family member, guest or staff member.
- i) Ensure their guests are correctly dressed and that their behaviour is appropriate, and they comply with visitor requirements.
- j) Be open and honest when proposing or introducing new members for membership.
- k) Behave in a manner that is free of discrimination or any form of harassing behaviour including sexual harassment.

- l) Conduct themselves in a sportsmanlike manner in all sporting activities, observing all applicable rules and standards of etiquette and fair play.
- m) Treat Club property with respect.
- n) Be co-operative in a courteous and respectful manner with Members of the Club's Management, the Board of Directors regarding any review, investigation, or other issues of compliance with this code of conduct or any other Club bylaws, rules regulations, procedure, restrictions, or instructions.

### **3 Best Interests of the Club**

Members are required to act in the best interests of the Club and not use their position as member to unfairly advantage their own interests.

### **4. Grievance and Resolution Policy**

If a member has a grievance with a fellow Member or a member of staff, the member must strictly adhere to the Grievance and Resolution Policy.

### **5. Disciplinary Policy**

All members should make themselves familiar with the Disciplinary Policy currently in force.