

## Writers Victoria Code of Conduct

Approved December 2022

### **Purpose**

The purpose of Writers Victoria's Code of Conduct is to communicate our expectations for how our staff, contractors and volunteers conduct themselves and interact with each other and the general public as members of the Writers Victoria community.

Our Code of Conduct is informed by **our Vision, our Mission and our Values**. All Writers Victoria staff, contractors and volunteers are expected to understand and comply with the Code of Conduct. This Code of Conduct supports and reinforces several key Writers Victoria policies, which include our legal obligations, and should be read in conjunction with those policies.

This Code of Conduct reflects current best practice and will be reviewed regularly and updated as needed to reflect any relevant changes.

### **Our Vision**

A diverse and flourishing writing community across Victoria, where a range of writers are supported and valued.

### **Our Mission**

To support and connect writers at all stages of their development and/or career.

### **Our Values**

Our values and the supporting behaviours set the benchmark for how we interact with each other. Our values should be reflected in all interactions with our Writers Victoria community.

### ***Inclusion***

*We welcome all types of writers, no matter their genre, stage of development or location. We will engage and work with individuals from all sectors of our broad and diverse community.*

### ***Community***

*We develop, celebrate and give voice to our members and writers. We collaborate and build the capacity of our sector.*

### ***Participation***

*We are democratic and member-driven. We ask, we listen, we respond.*

### ***Innovation and excellence***

*We produce quality work. We lead by example.*

### ***Professionalism***

*We are strategic. We are resourceful. We work hard.*

### ***Respect***

*We take care. We are community-led.*

We are committed to continually improving the cultural competency of our Board and all staff members by engaging with, and being inclusive of, people from diverse cultural backgrounds, including First Peoples, when it comes to our workplace culture, policies and procedures.

We recognise the diversity of our writing community, and the broader Australian community, and are committed to representing and embedding the voices of lived experience throughout Writers Victoria.

## **Code of Conduct**

We promote and support inclusion, encourage diversity of thought and skills, and share a commitment to being our best selves with each other, our key stakeholders and our broader Writers Victoria community.

We are committed to providing a safe and inclusive working environment for all staff, contractors and volunteers, one which is free from discrimination and harassment.

Our Code of Conduct applies at all work sites associated with Writers Victoria, including:

- any activities undertaken offsite as part of Writers Victoria's operation, such as remote working
- at work-related events that occur outside normal working hours
- at conferences and work-related social functions
- at any function where our staff, contractors or volunteers are identifiable as a representative of Writers Victoria, including in-person and online events or workshops

Our Code of Conduct also applies to professional and personal use of all email, messaging and social media channels (refer to Responsible Use of Technology Policy).

At all times, Writers Victoria staff, contractors and volunteers are expected to:

- 1) behave honestly and with integrity
- 2) act with care and diligence
- 3) treat everyone with respect and courtesy and without harassment of any kind
- 4) comply with all applicable Australian laws
- 5) not provide false or misleading information in response to a request for information that is made for official purposes
- 6) comply with any lawful and reasonable direction given by someone at Writers Victoria who has the authority to give the direction
- 7) maintain appropriate confidentiality
- 8) disclose and take reasonable steps to avoid any conflict of interest (real or apparent)
- 9) Use resources and information they have access to in a proper manner
- 10) not make improper use of inside information, or their duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for themselves or any other person
- 11) behave in a way that upholds the integrity and reputation of Writers Victoria at all times
- 12) demonstrate respect for people's beliefs, culture, identity, names and pronouns
- 13) refrain from negative comments, assumptions and stereotyping of people on the basis of their gender identity, gender expression, gender reassignment, sexual orientation, race,

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ethnicity, nationality, socio-economic status, disability, religion, beliefs, age, accent or culture

- 14) not be adversely affected by drugs or alcohol at work or while at work functions and must at all times be fit to conduct work activities safely and effectively

## **Workplace policies**

The Code of Conduct provides a framework for conduct in the Writers Victoria workplace and is reinforced by the policies and procedures outlined in the Writers Victoria policy directory (see below).

All Writers Victoria staff, contractors and volunteers are required to read through the workplace directory, in conjunction with the Code of Conduct, to ensure they understand what constitutes appropriate conduct in the workplace.

All staff, contractors and volunteers will be asked to acknowledge that they have read and understood all published policies.

## **Breaches to Code of Conduct**

Any potential breaches to the Code of Conduct will be taken seriously and may result in disciplinary action. Any suspected breach will be investigated following the process outlined in the Writers Victoria Conduct and Performance policy (3.6) and any appropriate action will be taken.

In the first instance and where appropriate, any potential breach should be escalated and discussed in confidence with a Manager or the CEO.

## **How to report a potential breach of the Code of Conduct**

Any suspected breach of the Code of Conduct should be report to the CEO, unless the breach relates to the CEO – the matter should then be reported to the Chair of the Writers Victoria Board.

## **Acknowledgement**

Writers Victoria asks that all staff, contractors and volunteers (existing and new, including active Board Members) read this Code of Conduct, acknowledge they have read the policy, and confirm their understanding that they are required to comply with the behaviours outlined in the Code of Conduct by signing provided form.

A copy of this Code of Conduct policy will be provided to staff, contractors and volunteers as part of their engagement with Writers Victoria and they will be asked to acknowledge that they have read, understood and will comply with the guidelines prior to commencing work.