



AUSTRALIA-JAPAN SOCIETY OF VICTORIA INC.

Code of Conduct

The Society

Established in 1963, the Australia-Japan Society of Victoria (AJSV) is a non-political, non-profit member-based organisation. The AJSV aims to promote friendship, common interest and understanding between the cultures and peoples of Australia and Japan. The AJSV is largely a volunteer Society.

Purpose

This document is a guide to appropriate behavior and applies to staff, members and participants in all Society meetings and events.

Principles and examples

The activities of the AJSV are diverse, and the basic principles of integrity, mutual respect, politeness and cultural sensitivity, are relevant to everything we do.

Examples of appropriate conduct include:

- communicating in a manner that is considerate of others, particularly taking into example the multicultural nature of the Societies membership and activities.
- self control – using appropriate language, avoiding aggressive behaviour
- managing conflicts of interest – declaring actual or perceived conflicts in Society decision making and withdrawing from meeting discussions on the relevant matter
- obeying the law.

Examples of inappropriate conduct are:

- harassing or bullying others
- shouting, using abusive language and disrupting Society activities
- promoting private business at a function not intended for that purpose (eg a language exchange group)
- misuse, misappropriation, theft or damage to property.
- conduct constituting a criminal offence
- behaviour which brings the Society into disrepute
- using images and sounds likely to offend others (eg on computer screen savers, images/sounds on mobile phones, magazines).

These examples are not an exhaustive list but a guide to behaviour which is acceptable and unacceptable. Society members who display unacceptable or inappropriate behaviour could be subject to disciplinary action under the Rules of the Society.

Anyone witnessing or aware of potential breaches of this Code should report it to the event co-ordinator or Committee Member (and if requested, in writing to the Hon. Secretary) so the Committee can be duly notified.

This Code of Conduct was approved by the AJSV Committee of Management on 14/12/2009.