

CODE OF CONDUCT

This code outlines the responsibilities and conduct guidelines of all JMGA WA Inc. members. Application for membership to JMGA WA (referred to as "the Association") demonstrates willingness to comply with the Code of Conduct (referred to as "the Code"). Any member that does not wish to comply with the Code may cancel their membership and have their membership fees refunded.

Where there is any conflict or inconsistency between the Code and any Commonwealth, State or Territory legislation or regulation, that legislation or regulation shall prevail to the extent of the conflict or inconsistency.

JMGA WA RESPONSIBILITIES

In addition to the responsibilities outlined in the Association's Constitution, members of the Committee will:

- Provide proxy forms to members in a timely manner when voting for positions within the executive committee are held
- Make JMGA WA property available for borrowing
- Make all minutes of meetings and newsletters accessible at www.jmgawa.com.au
- Email minutes from previous meetings and a treasurer's report for members to review 1 week prior to the next general meeting.
- Allow 1.5 hours for each General Meeting, providing all members equal opportunities to express themselves in a considerate manner during general business if time permitting.
- Seek approval from a quorum of members to extend a general meeting
- Provide information regarding public opportunities to members eg bazaar, group exhibitions, awards shows via the JMGA WA website and newsletters
- Where appropriate, share subcommittee member contact details when organising an event e.g bazaar, members' exhibition, summerset etc.
- Oversee and approve communication when being distributed to the full membership. In such cases, correspondence will be sent by email via the Secretary (who with the Treasurer maintains the membership list)

MEMBER'S RESPONSIBILITIES

Personal behaviour – I will:

- Conduct myself and my business with honesty, courtesy and integrity and in such a manner as to not bring disrepute to the jewellery industry or the Association
- Act according to the legislative requirements, policies and ethical codes that apply
- Not engage in fraud or corruption
- Treat JMGA WA members and members of the public with respect, courtesy, honesty and fairness, and have proper regard for their interests rights, safety and welfare
- Abstain from making false or misleading statements about any member of the JMGA WA.
- Refrain from public criticism of any JMGA WA member
- Not harass, bully or discriminate against JMGA WA members or members of the public
- Recognise that physical, sexual or verbal abuse, bullying, tormenting or ridicule is unacceptable behaviour by any member
- Respect everyone's right to privacy – never disclosing personal information without consent of the member or unless compelled to do so by law
- Treat members equally regardless of gender, marital status, race, religious or political conviction or age
- Take responsibility for reporting improper conduct or misconduct which has been, or may be occurring
- Check JMGA WA web site for important dates, information and deadlines

Use of the Association's resources – I will:

- Be accountable for official expenditure;
- Consider of the needs of others when borrowing JMGA WA properties and return them in a timely fashion.
- Not use JMGA WA meetings or property for personal gain, financial or otherwise;

Communication and official information – I will:

- Not misuse the Association's information for personal or commercial gain for myself or another;
- Distribute minutes of any meetings (if acting on a subcommittee) to subcommittee members and the Committee
- Submit any communication, which is to be distributed to the full membership, to the Committee for review
- Ensure the secure storage of sensitive or confidential information;

Conflicts of interest – I will:

- Ensure personal or financial interests do not conflict with my ability to perform any duties in an impartial manner;
- Manage and declare any conflict between my personal duty and the Association's duty

Membership – I will

- Provide accurate membership details and notice of any changes within 1 month of the change
- Renew my membership (completing the appropriate forms) and pay membership fees
- Notify the secretary 7 days prior to a General Meeting of any agenda item I may wish to raise
- Respect the general meeting process by allowing time for other members to provide comments
- Check emails, website, and Facebook for important dates, information and deadlines
- Meet deadline and expectations on entry into JJMGAWA organised events.
- Volunteer, where possible, to assist with organising the Association's activities and events

COMPLAINTS

Complaints about a member (referred to as a "Code Signatory") may be received verbally or in writing from the Association's members, members of the public or any third party and may be lodged with any member of the Committee. The Committee will review all complaints in the manner set out in the Code and make a decision for action in accordance with the Code.

Where a potential conflict of interest arises on a matter before the Committee, the relevant Committee Member will disclose the conflict of interest and not take part in any deliberations or decision of the Committee. If necessary, a member of the Association will be invited to participate in lieu of the Committee Member for whom the potential conflict arises.

Complaints will not necessarily be dismissed on the ground that no one saw or heard the incident/s occur. Given the nature of some offences, there are often no direct witnesses to alleged acts of discrimination and harassment. The Committee will consider all available evidence, including any surrounding evidence. The following type of evidence may be relevant:

- supporting evidence provided by a medical practitioner, counsellor, family member, friend or co-worker
- complaints or information provided by other Association members about the behaviour of the Code Signatory
- records kept by the complainant
- whether the evidence was presented by the parties in a credible and consistent manner
- the absence of evidence where it should logically exist.



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PROCEDURE

Serious allegations regarding a breach of the Code are to be submitted in writing. Where the Committee receives a written complaint about a member indicating a possible breach of the Code, the Committee will, within 14 days of receipt of the complaint, provide to the Code Signatory a letter describing the possible breach, seeking its views and what action it is prepared to take. In such cases the Code Signatory is required to substantiate any claims it makes in relation to the complaint.

If no satisfactory explanation is provided by the Code Signatory within 21 days of its receipt of the Complaint Referral Letter, the Committee will then proceed to make a determination on whether a breach of the Code has occurred. If the Committee decides that a breach has occurred they may undertake remedial action.

The Committee may, at its discretion, decide not to examine complaints received if it has reason to believe that the complainant is acting in a frivolous or vexatious manner.

All complaints will be recorded and filed, along with the responses and action taken, by the Secretary of the Association.

GUIDE TO REMEDIAL ACTION

Where a breach of the Code has been determined, the Committee, where necessary, may seek corrective action to be undertaken by the Code Signatory and, where appropriate, impose one or more of the following requirements:

- cessation of conduct;
- writing to the complainant;
- paying administrative costs associated with the investigation and resolution of a complaint;
- cancellation of JMGA WA membership

In determining an appropriate course of action, the Committee will consider:

- the nature and type of the breach
- the weight of the evidence
- the wishes of the person who was discriminated against or harassed
- whether the Code Signatory could have been expected to know that such behaviour was a breach of the Code
- whether there have been any prior incidents or warnings.

If there is insufficient proof to decide whether or not the Code has been breached, the Committee will remind those involved of expected standards of conduct and monitor the situation carefully.

SUSPENSION & EXPULSION

If members are considered, after investigation, to have breached the Code, their membership will be terminated without any right to recover fees paid and without any right to compensation.

As per the Association's Constitution, anyone who wishes to appeal against a decision refusing membership, expelling them from membership or otherwise disciplining them may do so at the next general meeting of the Association.