

Policy Name and Number	1.2.1 Member Code of Conduct	
Date Endorsed by Board	October 2022	
Date to be Reviewed	October 2025	
Previously reviewed		
Relevant Standards	Community Care	
	HASS	
	Housing Accreditation	
	One DHS Standards	
	QIC	
	RACGP	
Related Documents	<ul style="list-style-type: none"> • Client Code of Conduct • Employee Code of Conduct • Child Protection Policy 	

Rationale

Njernda Aboriginal Corporation welcomes community participation and values its input. Members play a crucial role in building community cohesion, setting community priorities and providing others with a genuine exploration of Aboriginal history, languages, culture and contemporary issues to promote community healing and to introduce positive change in the community.

Njernda is committed to ensuring that members feel happy, safe, and secure, and have the maximum opportunity to heal, grow and advance. Njernda Aboriginal Corporation members are expected to conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others and the expertise, experience and qualifications of staff. Members provide a place /community which plays a role in securing community members identity, belongingness, sense of safety, dignity and worth of all members of our community. All members and Njernda staff have the right to feel safe at Njernda Aboriginal Corporation.

The Member Code of Conduct Policy provides statements which serve as a reminder to all members of the Organisation of their obligations as a member of Njernda Aboriginal Corporation. This policy applies to all members including their visitors and any others involved in activities or communication related to Njernda Aboriginal Corporation.

Purpose

It is the intention of Njernda Aboriginal Corporation to provide clear guidelines to all members and visitors regarding the conduct expected of them whilst on Njernda premises, engaging in Njernda related activities or representing Njernda. Members and visitors are expected to always uphold Njernda's core values.

The responsibility for upholding the values of Njernda in this matter must fall on those with the greatest capacity to reason and control their actions. As such Njernda members are expected to model courteous behaviour and treat all members of the Njernda community with respect and consideration.

This Code applies to all members of Njernda Aboriginal Corporation. The application of this Code is not limited to Njernda premises and Njernda hours. It extends to all activities and events that are Njernda-related and when visiting or representing Njernda. The Code also requires that Njernda members actions do not bring the Organisation into disrepute at any time regardless of whether the action occurs within or outside of Njernda activities.

As a member according to the Njernda Rule Book members agree to "abide by the Code of Conduct and act in the best interests of the Corporation".

Conduct and Bearing of All Members & Visitors

It is expected that every member and visitor will:

- Uphold Njernda Aboriginal Corporations core beliefs and values;
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others;
- abide by all health and safety rules and procedures operating within Njernda and other locations at which they may visit;
- ensure that their actions do not bring Njernda into disrepute;
- respect the authority of members of staff and observe Njernda rules as required;
- strictly adhere to Njernda's policies and procedures as required;
- behave with courtesy and consideration for others;
- refrain from all forms of bullying and harassment;
- refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the Njernda, employees or students of the Njernda (including activities on social media);
- respect Njernda property and the property of staff, contractors, volunteers and others; and
- do not commit unlawful acts.

Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically engaging with other members, staff and visitors or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person;
- any form of physical or verbal violence including fighting, assault or threats of violence;
- any form of cyber bullying or cyber abuse;
- any form of threatening language, gestures or conduct;
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any member, employee, contractor, volunteer or other;
- theft, fraud or misuse of Njernda resources;
- the use of inappropriate or profane words or gestures and images;
- visiting Njernda, attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health;
- smoking on the Njernda premises or within the immediate environs of the Njernda.

IMPLEMENTATION

Conflict Resolution

- Respect and dignity will be accorded to all members of the community, staff and all associated persons at Njernda.
- Any conflict on Njernda properties will be dealt with in a mature and appropriate manner in accordance with existing procedures.
- Every effort will be made to listen to the grievances of all parties in a calm and rational manner without recourse to involvement to outside parties who are not directly involved.
- Community have the right to raise issues and concerns related to Njernda. Members should ensure that they raise their issues and concerns with the right person and follow the correct communication channels. Refer to Njernda's Complaints Policy which is available Njernda Aboriginal Corporation Website.

Consequences of a Breach of the Code of Conduct

Members and visitors who breach the Code of Conduct will be contacted by the applicable Head of Njernda (Board Director or CEO).

It is appropriate to approach the member in the first instance to seek their intervention in bringing about an equitable and peaceful solution to the situation. If the situation remains unresolved, an approach should be made to the Executive of Njernda.

Appropriate action, which may include being banned from coming onto Njernda grounds, attending Njernda functions or Njernda based activities, is at the discretion of the Head of Njernda (Board Director or CEO).

At General Meetings and AGM's "The Chairperson may expel any member, director or observer from the meeting if the chairperson reasonably believes that the conduct of the member, director or observer contravenes the Code of Conduct as set out in Schedule 2 (as modified from time to time by the Board of Directors) to this Rule Book."

In accordance with applicable legislation and the Njernda's Child Protection Policy, the Office of the Registrar of Aboriginal Corporations, the Police and/or Department of Families, Fairness and Health Services will be informed of any unlawful breaches of this Code.