



Iranian Community of Western Australia

# Code of Conduct

January 2020

*Our Mission*

*Connecting Iranians*

ما برای وصل کردن آمدیم

*We Rise by Lifting Others*

# انجمن ایرانیان استرالیای غربی







## About Us

Iranian Community of Western Australia (ICWA), is a non-profits, non-political, non-religious, and charitable community organisation, dedicated to perform social and cultural programs, promote Persian culture, music, literature and arts. Provide welfare, social services, and support to the community, in particular, to the disadvantaged migrants, youth and senior citizens. ICWA acts as a representative of Iranian Community in WA and trying to enhance the employ-ability and social life of its members.

## Our Objective

- Iranian Community of Western Australia (ICWA) has designed for people from all faiths and backgrounds, who love Persian culture, art and literature, are open minded, respect other people's beliefs, ideas, opinions and feelings, value quality friendship, enjoy social activities and use the cultural & social events and activities as an opportunity to meet other people.
- Promote a harmonious relationship amongst Iranian Australian citizens, and the society in general by cultivating mutual respect through increased social and cultural gatherings and events, interaction, sports, recreation, and other activities of significant community benefit.
- To create coordination, harmony and unity among all Iranians, extend co-operation and strengthen and expand relations between Iranians in WA based on Persian culture, language & traditions, and to provide support to all regardless of their race, religion, sex, age, etc.



- Performing social, cultural, educational programs to promote, teach, enlighten and raise the awareness in the areas of Persian profound heritage, culture, art, literature and language, and preserve the authentic Iranian culture and traditions.

## **1.0 Code of Conduct**

This Code of Conduct explains the behavioural standards for ethical and accountable conduct of community board members. The standards of conduct and integrity to be complied with by all board members are expressed in the following principles.

General information about ICWA and its board meetings are not confidential, occasionally; however specific information may be identified by the president as confidential. Details of all board meetings discussions are confidential, unless stated otherwise. All board meetings' decisions are not confidential, unless stated otherwise.

### **1.1 Personal Integrity**

We act with care and diligence and make decisions that are honest, fair, impartial, timely, and consider all relevant information.

#### **Relationships with others**

We treat people with respect, courtesy and sensitivity and recognise their interests, rights, safety and welfare.





## **Accountability**

Board members use the resources of ICWA in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

## **Scope and Application**

The Code of Conduct applies to all board members of ICWA including President, staff, volunteers, and all ICWA community sector bodies.

## **1.2 Issues and Conduct Expectations**

ICWA board members are expected to demonstrate ICWA values on a daily basis. How board members treat each other and our personal behaviour towards others impacts directly on the ability to perform as an individual, as a team member and as a representative of ICWA. It is important that you know what is expected of you so that you can do the right thing.

As board member, we all have a responsibility to treat each other in a respectful and professional manner. This will ensure conflicts, misunderstandings and complaints are minimised and allow board members to operate at their highest level of ability, promote a friendly work environment and ultimately, achieve outcomes in the best possible way.



### **1.3 Professional Community Conduct**

As a board member, you have the right to:

- A board members meeting that is free from unlawful discrimination, harassment, victimisation and bullying;
- Equitable access to community information, training, developments, benefits and working conditions within the ICWA; and,
- Management decisions made without bias;

*Every board member is responsible for:*

- Abiding by ICWA policies, codes and standards;
- Treating all board members, community members, other communities and their members with respect, courtesy, honesty and fairness, having proper regard for their interests, rights, safety and welfare;
- Ensuring we know what is required to support ICWA community;
- Demonstrating cooperation and goodwill in solving community issues;
- Reporting incidents and unacceptable behaviours in a timely manner with a focus on maintaining positive community relationships;
- Maintaining and contributing to a safe and productive community environment; and
- Making decisions fairly, impartially and promptly, and considering all available information, legislation, policies and procedures of ICWA.



## 1.4 Inappropriate Board Meeting Behaviour

Generally speaking, most people demonstrate personal behaviour in the community that invites and promotes positive community relationships. However, some personal behaviour makes it difficult to develop good community relationships with others. It is important to be aware that these types of negative personal behaviours are not acceptable in the ICWA community. We all have a responsibility to work towards creating a professional and friendly community environment by embodying and demonstrating behaviours that are aligned to our values. There are some personal behaviours which we might use outside of the community or in a family setting that are not acceptable in a community environment, whether that be chairperson, board member or community members.

Inappropriate behaviour can include, but is not limited to:

- Making inappropriate jokes;
- Being insensitive to other cultures;
- Using inappropriate terms of address;
- Intimidation;
- Displaying or circulating offensive material;
- Allowing relationships out of community to influence ICWA community;
- Ignoring or sabotaging ICWA community;
- Being rude, abrupt, commandeering, uncooperative or unhelpful;
- Negative attitudes, complaining excessively, making constant negative remarks; and



- Unfriendly or intimidating behaviour such as sarcasm, put-downs, threats (real or implied) and aggressive or dominant body language.



## **1.5 GRIEVANCE PROCEDURES**

In case of any disputes between "board members " or "a Member and the Association" Rule 26 (GRIEVANCE PROCEDURES) in "PART VI - MISCELLANEOUS" of the Constitution applies.

## **1.6 Conflicts of interest**

When personal, social, commercial or political activities interfere or have potential to influence the ICWA community, a conflict of interest may exist that must be resolved.

A conflict of interest may be actual, perceived to exist, or potentially exist and take various forms.

For example, information received through the ICWA community may lead to perceived or real conflicts of interest by giving advantage to a board member or interest group.

It's not necessarily a problem to have a conflict of interest but it must be declared and managed accordingly. Members will:

report actual, potential or perceived conflicts of interest to the Chairperson;





and

- ensure that relationships with individuals, organizations and groups known to them do not affect their ability to provide impartial and reasonable advice.

## **1.7 Fraudulent or Corrupt Behaviour**

Fraud is defined as dishonest activity causing actual or potential financial loss to a person or organisation.

Corrupt conduct occurs when a member uses or tries to use their position for personal advantage or to the detriment of others.

Community confidence in ethical decision making, and in the ICWA, is put at risk if fraudulent or corrupt behaviour occurs. Members will:

- Not engage in fraudulent or corrupt behaviour; and
- Report suspected instances of this behaviour to the Chairperson who will consider the appropriate response.

## **1.8 Reporting suspected breaches of the Code of Conduct**

Suspected breaches of the Code of Conduct can be reported to the Chairperson or to the board members. The Chairperson or board members will consider an appropriate response, as soon as possible.