

Member code of conduct

Yaburara and Coastal Marduhunera Aboriginal Charitable Trust Member Code of Conduct Policy

Purpose:

This Code of Conduct sets out the expected behaviour for all members of the Yaburara and Coastal Marduhunera Aboriginal Charitable Trust (the Trust). It is designed to ensure that everyone behaves respectfully and responsibly, creating a safe and positive environment for all.

The Trust will seek to always support members and their children.

Members, however, may be referred to the WAC Board and have access to their benefits suspended through their WAC Membership by the Trust if their conduct results in:

- Negative impact on the Trust's reputation.
- Negative impact on the ongoing relationship built by the Trust with its suppliers for the benefit of Members.
- Negative impact on the Trusts ability to provide service to its members in a timely and efficient manner.

Unacceptable Standard of Conduct

For all Yaburara and Coastal Marduhunera Aboriginal Charitable Trust Members:

- Confrontational and abusive behaviour towards the Trust, Executive Office, their employees and the Trust's suppliers.
- Property damage and theft, including damages and theft from accommodation provided by the trust.
- Unpaid bills that implicate the Trust and affect Members receiving assistance from that supplier in the future.
- Bullying and/or harassment including bullying/harassment via all forms of social media and technology.

*Harassment is unwelcome conduct that is based on race, colour, religion, sex, national origin, older age, disability, or genetic information. It involves engaging in a pattern of annoying, threatening, or intimidating behaviour to bother, frighten, or demean a victim. Harassment can include words or behaviour that threaten, intimidate, or demean a person.

Code of Conduct Breach Process

First breach or Minor breaches	A formal verbal or written warning will be given to the individual, reminding them of the Trust's expectations and the Code of Conduct.
Second breach or Serious breaches	A second warning will be issued; the Member will receive a written letter. Serious breaches may result in losing the ability to receive assistance from the trust for a period of up to 3 months.
Third breach or Very serious breaches	Member will receive written notification of suspension from trust benefits . This may include losing the ability to receive assistance from the Trust for a period of up to 6 months.
Dispute resolution process: members will have the opportunity to dispute any breach notice by contacting the Trust manager via: assistance@wacrntbc.com.au	

Examples of breaches to the Code of Conduct

Severity	Examples
Minor breaches	Mixing personal matters with matters of the Trust
	Using the trust to agitate personal disputes between members.
	Disrespecting the views of other members.
Serious breaches	Harassing or stalking members or staff. (including and via all forms of social media and technology)
	Disrespecting Yaburara and Coastal Marduhunera lore and custom
	Use of abusive or threatening language to members or staff.
	Sharing confidential information without permission. (including and via all forms of social media and technology)
	Use of offensive or disrespectful language when discussing trust business.
	Damaging the reputation of the Trust.
	Damage or theft of property of accommodation provided by the Trust
	Breaching this policy several times.
	Speaking on behalf of the Trust without permission.
Very serious breaches	Threats of physical violence or threats to members or staffs' safety.
	Coercive control of any member in regard to Member benefits
	Fraudulent activities to benefit from the Trust
	Defamatory comments about other members or staff. (including and via all forms of social media and technology)
	Public and baseless attacks on the Trust's reputation.
	Public misrepresentations about Trust business and decisions.
	Interfering members or staff in their conduct of Trust business.
	Preventing the trust from complying with its legislative or contractual obligations.
	Disrupting trust meetings or preventing meetings from progressing.
	Seriously damage the reputation of the Trust.
	Intimidation of other members with the aim of affecting Trust decisions.