

AFCM CODE OF CONDUCT POLICY

Context

The Australian Festival of Chamber Music (AFCM) is committed to fostering a respectful, inclusive and professional environment for all persons involved in and associated with it. A Code of Conduct Policy document is essential to establish clear expectations for behaviour, ensuring that AFCM and all individuals involved in and associated with it understand their responsibilities and contribute to a positive and supportive culture within the organisation.

This document provides clear guidance on maintaining ethical standards and also serves as a framework for AFCM to navigate relationships and operations in a principled manner. Furthermore, it outlines transparent processes for reporting and addressing concerns, ensuring accessible channels for notifying management of any issues that may arise. Through its Code of Conduct, AFCM aims to protect its employees, contractors and volunteers while safeguarding the integrity of its operations and reputation, ensuring a safe and enriching experience for all concerned.

CONTENTS

1	Name of Policy	2
2	Commencement	2
3	Policy is Binding	1
4	Overview/Statement of Intent	2
5	Code of Conduct	2
6	Administrative Procedures.....	3
7	Failure to Adhere to Policy	3
8	Review of Policy	4

1 Name of Policy

This is The Australian Festival of Chamber Music – North Queensland Limited (AFCM) Code of Conduct Policy (the Policy).

2 Commencement

The Policy commences on the date of its adoption by the Board.

3 Policy is Binding

Except to the extent that a contrary intention is expressed, the Policy binds AFCM Board members, employees, contractors (which expression includes artists), and volunteers.

4 Overview/Statement of Intent

The Policy affirms AFCM's belief in the vital importance of responsible social and ethical behaviour on the part of all Board members, employees, contractors and volunteers and clarifies the standards of behaviour that AFCM expects of all such persons.

AFCM acknowledges that its employees, contractors and volunteers contribute to the success of the organisation and is respectful of the basic human rights of all employees, contractors and volunteers.

Furthermore, AFCM Board members, employees, contractors and volunteers have an obligation to AFCM, its business, supporters, suppliers and the AFCM community, and to themselves, to observe high standards of integrity and fair dealing. Unlawful and unethical practices undermine the trust of other employees, contractors and volunteers and of supporters and suppliers, and the trust of the community, in AFCM.

5 Code of Conduct

- (1) The Policy provides the framework of principles for conducting the business of AFCM and dealing with all individuals and entities associated with it in any capacity, including supporters and suppliers.
- (2) The Code of Conduct prescribed by the Policy as set out in this clause 5 does not replace legislation and if any part of it is in conflict, then the legislation takes precedence.
- (3) The Policy is based on the expectation and requirement that AFCM Board members, employees, contractors and volunteers will at all times:
 - act and maintain a high standard of integrity and professionalism;
 - be responsible and scrupulous in the proper use of AFCM information, funds, equipment, incorporeal property and facilities;
 - protect AFCM facilities and other material property from damage and vandalism;
 - be considerate and respectful of the environment and others;
 - exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other Board members, employees, contractors and volunteers and with all individuals and entities associated with AFCM at any time;
 - avoid apparent conflict of interests, and promptly disclose to the Executive Director (or in the case of a conflict of interest on the part of the Executive Director, disclose to the Chair) any interest which may constitute a conflict of interest;
 - promote the interests of AFCM;
 - perform duties with skill, honesty, care and diligence;
 - abide by policies, procedures and lawful directions that relate to their employment with or engagement by AFCM and/or to their interactions with artists, supporters and suppliers;

- avoid the perception that any business transaction may be influenced by offering or accepting gifts.
- (4) A Board member, employee, contractor or volunteer may not offer or accept money, gifts or benefits of any kind other than in the course of the legitimate business of AFCM and in accordance with the policies, practices and procedures of AFCM, and may under no circumstances do so for the personal benefit or advancement of the Board member, employee, contractor or volunteer.
 - (5) AFCM expects the active co-operation of all Board members, employees, contractors and volunteers in conducting themselves in a professional, ethical and socially acceptable manner of the highest standard.

6 Administrative Procedures

- (1) An employee, contractor or volunteer who is uncertain about any aspect of the Code of Conduct must seek clarification from the Executive Director, who is responsible for the implementation of the Policy.
- (2) An employee, contractor or volunteer who, in good faith and following correct reporting procedures, raises a complaint or discloses an alleged breach of the Policy to the Executive Director (or the Chair if the complaint is about the Executive Director) will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.
- (3) Any changes to the Policy that are adopted by the Board from time to time will be implemented by the Executive Director.

7 Failure to Adhere to Policy

A Board member, employee, contractor or volunteer who intentionally or repeatedly fails to adhere to the Policy may be subject to disciplinary action, which will vary depending upon the violation and may include, in the case of an employee or contractor, dismissal or contract cancellation.

8 Review of Policy

The board will review the Policy at least once every two years.