

Yankalilla Men's Shed Code of Conduct

Effective Date: 8 August 2024

The Australian Men's Shed Association (AMSA) and the Yankalilla Men's Shed are committed to fostering a safe, inclusive, and supportive environment for all its members. The Code of Conduct sets out the standards of behaviour expected of all Shed members to ensure that Men's Sheds remain welcoming places for all participants.

1. Respect and General Conduct

1.1 Respect for All Members

- Every member of the Yankalilla Men's Shed is to be treated with dignity and respect at all times. It is expected that all interactions within the Shed are conducted in a friendly, supportive, and respectful manner.
- Respect the opinions, rights, and privacy of others.
- Maintain a respectful environment free of offensive language and behavior.

1.2 Calm Communication

- Raising one's voice during discussions or disagreements is unacceptable.
- All members are encouraged to communicate calmly and constructively to maintain a positive environment.
- Engage in respectful discourse and avoid shouting, aggressive behaviour, or other forms of disrespect.

1.3 Zero Tolerance for Abuse

- Physical or verbal abuse of any kind will not be tolerated.
- Members are expected to refrain from aggressive behavior and to seek assistance from a committee member if conflicts arise.
- Ensure that all communication is free from harassment, discrimination, or intimidation.

2. Safety and Wellbeing

2.1 Prioritise Safety

- Prioritise the safety and wellbeing of yourself and others at all times.
- Comply with all safety guidelines and procedures.
- Report unsafe practices or conditions to the Shed leadership immediately.

3. Integrity and Honesty

3.1 Act with Integrity

- Act with honesty and integrity in all interactions and activities within the Shed.
- Avoid conflicts of interest and disclose any potential conflicts to the leadership.
- Do not engage in fraudulent or dishonest behavior.

4. Inclusiveness

4.1 Promote Inclusiveness

- Promote an inclusive environment that welcomes people from diverse backgrounds.

- Encourage participation and involvement of all members.
- Support new members in integrating into the Shed community.

5. Confidentiality

5.1 Respect Confidentiality

- Respect the confidentiality of personal information shared within the Shed.
- Do not disclose any confidential or personal information without consent.
- Handle sensitive information responsibly and discreetly.

6. Professionalism

6.1 Conduct Yourself Professionally

- Conduct yourself in a professional and courteous manner at all times.
- Uphold the values and reputation of the Yankalilla Men's Shed.
- Dress appropriately for Shed activities and adhere to any dress codes.

7. Commitment

7.1 Participate Actively

- Participate actively in Shed activities and contribute positively to the community.
- Support the leadership team in achieving the Shed's goals and objectives.
- Be reliable and punctual in fulfilling commitments and responsibilities.

8. Cooperation

8.1 Foster Teamwork

- Work cooperatively with fellow members, fostering a spirit of teamwork.
- Resolve conflicts constructively and with respect for all parties involved.
- Support an environment of collaboration and shared purpose.

9. Grievance and Dispute Resolution

9.1 Verbal Abuse

- **De-escalation Attempt:** In the event of verbal abuse between members, a committee member will attempt to de-escalate the situation immediately. The aim is to resolve the conflict amicably and promptly.
- **Formal Verbal Warning:** If de-escalation is unsuccessful, the committee member, accompanied by a witness, will issue a formal verbal warning to the offending member(s), instructing them to cease the abusive behavior immediately.
- **Removal from Premises:** Should the verbal warning be ignored, the offending member(s) will be asked to leave the Shed premises for the remainder of the day. The incident will then be documented and referred to the President and Management Committee for further evaluation.
- **Written Warning and Appeal Process:** If necessary, a written warning may be issued. The member(s) have the right to appeal the decision before the full Management Committee at the next committee meeting. If the appeal is not requested or is unsuccessful, the member(s) must present a plan of action to the President and Management Committee, outlining how they will prevent future occurrences of such behaviour.

- **Suspension for Repeated Offences:** Accumulating three written warnings may result in suspension from the Shed for a duration deemed appropriate by the Management Committee. The member(s) must demonstrate a commitment to changing their behavior before reinstatement.

9.2 Physical Abuse

- **Immediate Response:** Physical abuse is considered assault and will not be tolerated under any circumstances. A committee member, accompanied by a witness, will intervene if it is safe to do so and will instruct the offending member(s) to leave the Shed immediately.
- **Incident Reporting:** A detailed written report of the incident, including time, date, and witness statements, will be prepared and submitted to the President and Management Committee for review.
- **Mandatory Written Warning:** A written warning will be issued to the offending member(s), with the President involved if possible. The matter will be addressed at the next Management Meeting or a specially convened meeting to decide on appropriate actions.
- **Potential Suspension and Conditions for Return:** Suspension from the Shed is a likely consequence. Before returning, the member(s) must propose a concrete plan to prevent future incidents of violence. The seriousness of physical abuse may warrant referral to the Police for legal action.

9.3 Swearing and Bad Language

- **Minimizing Offensive Language:** Members are advised to keep swearing and offensive language to a minimum. It is important to maintain a respectful environment, as excessive bad language has been a reason for members leaving the Shed in the past.
- **Committee Member Reminders:** Committee members have the authority to remind individuals to moderate their language when necessary, promoting a welcoming atmosphere for all members.

9.4 Dispute Resolution

- **Initial Resolution:** Members are encouraged to resolve disputes amicably and respectfully. If conflicts cannot be resolved between the parties involved, a committee member should be consulted for mediation.
- **Mediation Process:** The committee will offer a structured mediation process to address and resolve conflicts effectively. This may involve discussions with the involved parties and, if needed, additional measures to ensure a satisfactory resolution.

10. Adherence to Rules and Procedures

10.1 Compliance with Code of Conduct

- All members are expected to adhere to this Code of Conduct and the policies set forth by the Yankalilla Men's Shed. Violation of these rules will lead to appropriate disciplinary action as outlined in the sections above.

11. Consequences of Breach

11.1 Disciplinary Action

- Members found in breach of this Code of Conduct may face disciplinary action, including suspension or termination of membership.

- Serious breaches may result in referral to external authorities where appropriate.