

**CODE OF CONDUCT FOR COMMUNITY  
MEETINGS AND AGM'S**

**01.24**

**Date Approved: July 2021**

**Date of next review: July 2022**

**POLICY STATEMENT:**

GEGAC Code of Conduct for Community Meetings and AGMs has been developed to safeguard the interests, ethical behaviour, and integrity of all involved with the organisation during community meetings and Annual General Meetings (AGM's). All Board members, staff members and community members are required to read, understand, and comply with this Code of Conduct.

**RESPONSIBILITY**

All Board members, staff members and community members.

**DEFINITIONS**

**Unacceptable behaviour:** behaviour that creates, or has the potential to create, risk to the business or the health and safety of meeting attendees. It can include:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions
- disruption of presentations or other events

**PROCEDURE**

All Board members, staff members and community members are expected to:

- Act with proper courtesy and respect, and without harassment
- Ensure the safety for themselves and others
- Listen respectfully
- Come with solutions to identified problems
- Not act in a way that brings GEGAC or its mission into disrepute
  
- Respect the property of GEGAC, Board members, staff members, community members, clients and the public
- Observe confidentiality and impartiality in regard to any information concerning GEGAC, Board members, staff members, community member or clients gained during community meetings or AGM's

**GIPPSLAND & EAST GIPPSLAND ABORIGINAL CO-OPERATIVE LTD  
POLICY AND PROCEDURE MANUAL**

All Board members, staff members and community members must **NOT**:

- Misrepresent their competence, qualifications, training, or experience.

Any threats or forms of violence will not be tolerated. Anyone requested to stop unacceptable behaviour is expected to comply immediately.

**Consequences:**

GEGAC may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning.