

Code of Conduct

POLICY STATEMENT

This Code of Conduct should not take the place of your District or Club constitutions.

A supplementary Summary Brochure of this Code of Conduct is to be distributed to each member. Each member is encouraged to sign the Code of Conduct Brochure as read and understood. The record of this is to be retained by the Club Secretary.

1. INTRODUCTION

Our Code of Conduct represents the culture we strive to have, and it provides a shared understanding and expectation of the way we behave as individuals, towards each other, our members, clients, donors, partners and other supporters.

2. PURPOSE AND SCOPE

The Code supplements our legal obligations in areas such as Occupational Health and Safety, Equal Opportunity and Privacy. It applies to all Lions members' staff and associate volunteers – we help our communities through service.

This code is intended to be used by members of Lions Clubs in determining what is right and proper in their actions.

This code outlines the "Standards of Conduct" that apply to all members of Lions Clubs International. This code of conduct is to be read in conjunction with the Lions International Ethics and Purposes.

All members of Lions Clubs are "Volunteers" and are involved with Volunteer work for the benefit of the community. In the provision of these services, the public are entitled to expect that all members of Lions Clubs will:

- conduct themselves and discharge their responsibilities with professionalism and integrity;
- observe fairness and equity in their dealings with the public and other members;
- comply with, and be seen to act within the spirit and letter of the law; and
- act in the public interest and give priority to duties and obligations.

It is essential that members of Lions Clubs have a clear understanding of their role as "Volunteers" and of the standards expected of them whilst dealing with members of the community.

This code seeks to:

- inform all members of Lions Clubs of the standards of conduct expected of them,
- ensure that embarrassment is not brought upon Lions Clubs or its membership because of a lack of understanding of Lions Clubs standards of conduct; and
- promote a positive image of Lions Clubs and members.
- At all times under the provisions of this code members are expected to conduct themselves in a manner that does not discredit:
 - the individual member, having regard to their official position held within the Lions Clubs; or
 - the reputation of Lions Clubs.

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3. AN EXPLANATION OF LIONS PURPOSES AND ETHICS

Lions Club members in Australia and their volunteers are united by our Purposes and Ethics

Our Purposes and Ethic are the principle elements that bring us together. Underpinning this is an expected Code of Conduct that states who we are and how we conduct ourselves in our work on behalf of Lions International and in situations where we are recognised as a spokesperson or representative of our Lions Clubs.

Our Purposes and Ethics are the rules, or standards of conduct, that Lions Clubs International imposes in respect of the rights and interests of its members; so that they recognise the fundamental moral principles that underpin every decision and action that a Lions member may make.

Lions Purposes and Ethics seek to impose a culture of:

- Humanity
- Non-Political Behaviour
- Neutrality
- Independence
- Voluntary Service
- Unity and, Universality.

4. CODE OF CONDUCT – AN EXPLANATION

4.1 THE LIONS PURPOSES AND ETHICS

Lions are bound by their Lions Purposes and Ethics that under-pin this code. The Purposes and Ethics distinguish us from other organisations and hence distinguish our Code from other codes. Specifically, the principles of Humanity, Non Politics and Independence characterise the way we work to serve through our programs and promote our values. These Purposes and Ethics apply to our behaviour and interaction with each other.

Each Lion Can Demonstrate this by:

- upholding the human dignity of every person at all times through protecting the life and health of others and by promoting mutual understanding, friendship and cooperation
- ensuring their actions are guided by the needs of vulnerable people and by not discriminating on the basis of nationality, race, culture, gender, sexual orientation, religious beliefs, social background, disability, family status, marital status, age or political opinions
- not taking sides in hostilities or engaging publicly in controversies of a political, racial, religious or ideological nature
- acting at all times in accordance with the principles of Lions and the laws of the country in which they work.

4.2 RESPECT

Lions should genuinely acknowledge and respect each other’s individual values, beliefs, efforts and ideas

Each Lion Can Demonstrate this by:

- valuing and acknowledging the opinions and contributions of everyone
- treating everyone fairly, courteously and with respect
- contributing to dialogue and discussion in a constructive manner
- ensuring the way, they work promotes trust among others
- using language which is respectful to clients, the community and others
- abstaining from all forms of unacceptable or unlawful behaviour such as discrimination, harassment, bullying and victimisation.

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4.3 INTEGRITY

Lions should maintain high standards of integrity and be conscientious in their approach to work.

Each Lion Can Demonstrate this by:

- conducting themselves honestly, reliably and without favouritism
- not engaging in fraudulent or criminal behaviour, bribery or other unlawful conduct
- being transparent in their decision making
- providing constructive feedback to others in an honest and respectful way
- appropriately disclosing or mitigating a real or potential conflict of interest
- ensuring my actions and decisions are in the best interests of Lions.
- refraining from financially or sexually exploiting Lions clients including children and other vulnerable people and promptly acting on any reasonable suspicion that exploitation is occurring
- accurately recording and reporting Lions information

4.4 EMPOWERMENT

Lions should collaborate with the aim of empowering each other to be the best that we can be.

Each Lion Can Demonstrate this by:

- working collaboratively with others and to the best of their ability
- sharing information and acting in good faith
- developing, maintaining and using their skills and capabilities and those of others
- providing support to their team members to help achieve common goals
- generating and supporting innovative ideas to improve their work
- recognising the importance of fun and enjoyment in the workplace

4.5 ACCOUNTABILITY

Each Lion should acknowledge and assume responsibility for their own actions and personal behaviour and know that they are entitled to expect the same from others.

Each Lion Can Demonstrate this by:

- acknowledging that they are responsible for behaving in accordance with the Lions Purposes and Ethics, relevant laws, Lions International policies and this Code
- only making commitments they know they can fulfil, and following through on them
- taking responsibility for their work and performance
- raising a perceived breach of the Code in good faith
- not victimising anyone for raising a breach in good faith
- ensuring their expectations of others are reasonable, clear and understood
- recognising good performance and addressing performance shortfalls quickly, directly, fairly and openly
- respecting and protecting the physical and intellectual property of Lions.
- ensuring appropriate use of resources with consideration for greatest need and reducing waste and duplication.

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4.6 REPRESENTATION

Each member or volunteer should represent Lions in a way that respects the Lions Purposes and Ethics and promotes confidence in the organisation. This includes representing Lions while at work, when publicly displaying a connection to Lions (for example wearing t-shirts, pins or writing on letterhead) and in situations where they are recognised as a spokesperson or representative of Lions.

Each Lion Can Demonstrate this by:

- being mindful at all times (including outside work activity) that their actions can impact the reputation of Lions and the people they assist
- refraining from party political actions while publicly representing Lions
- acting in a way that does not harm the reputation of Lions
- ensuring the correct use of the Lions emblem
- only making comments in the media on behalf of Lions when authorised
- accepting gifts only when they are confident they are of token value, are genuinely offered in the spirit of goodwill, and where the giver is not seeking favoured treatment
- dressing in an appropriate manner when conducting Lions business.

4.7 CHAMPION

Each Lion should champion and stand up for Lions policies and procedures and comply with the laws of the country in which they work.

Each Lion Can Demonstrate this by:

- Actively supporting the safety, health and wellbeing of all Lions members and others they interact with.
- Protecting the privacy and confidentiality of Lions as an organisation, its members, staff, clients, partners and other supporters.
- Actively supporting, encouraging and promoting diversity in the workplace.
- Understanding that many of our policies provide guidance on the way we treat each other, including the Equal Opportunity, Complaints and Grievance, Disciplinary Action, Occupational Health and Safety, Privacy, Protecting Children and Young People, Drugs and Alcohol, Diversity and Whistle-blower Policies, or Acts in each State or Territory.

5. BREACHES OF STANDARDS OF CONDUCT

All members are to familiarise themselves with this code and ensure that its provisions are observed. Members should be aware that failure to comply with standards of conduct outlined in the code, without valid reason, will be addressed by the Executive of their individual club or if a satisfactory resolution is not achieved by the District Governor, Constitutional By-Laws Chairperson of their District or an appointed committee.

6. DETERMINATION OF CONDUCT

Determining whether a member's conduct, is right and proper in terms of this code requires examination of:

- the nature of the conduct exhibited; and
- the context in which the conduct takes place.

7. RESPONSIBILITY TO COMMUNITY, GOVERNMENT AND LAW

Members are to act in good faith, in accordance with both the spirit and the letter of the law and in the best interests of the community.

All members of Lions Clubs have responsibilities towards the government of the day and are to ensure political neutrality in all decisions regardless of which political party or parties are in office;

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7.1 Public Comment

Lions Clubs acknowledge that members have a right to make public comment and enter into public debate on political, community and social issues in a private capacity.

There are circumstances where public comment or debate by members is not acceptable. These include circumstances where:

- I. a public comment made in a private capacity may give rise to a public perception that it is in some way an official comment of Lions Clubs,
- II. a member is directly involved in advising on or directing the implementation or administration of government policy, and the public comment would compromise the member's ability to do so;
- III. a public comment amounts to improper criticism of the Government
- IV. a public comment amounts to an unwarranted personal attack on the character or integrity of another member or person.

7.2 Political Activity

Members have the same right as any other citizen to freedom of political views and association. However, any political activity by members is to be conducted in a private capacity.

7.3 Lawful Directions

Members are to obey any lawful direction, instruction or order given by any member or person authorised by law to do so.

7.4 Conflict of Interests

Members of Lions Clubs are expected to perform their duties in such a manner that public confidence and trust in the integrity, objectivity and impartiality of Lions Clubs is paramount.

7.5 Personal Conduct

At all times, members are to act and be seen to act properly and in accordance with both the spirit and the letter of the law and the terms of this code of conduct.

7.6 Use of Alcohol and Other Drugs

Members are to ensure that the consumption of alcohol or other drugs does not adversely affect the performance of their volunteer duties.

7.7 Influence to Secure Advantage

Members shall not use the influence of their powers or position, or the influence of any other person to obtain improperly, any appointment, advancement, decision or other advantage, either personally or on behalf of another.

7.8 Conduct Towards Members and Other Persons

In the course of their functions, and in particular when exercising discretionary powers, members are to:

- I. treat all persons with respect and dignity and in a reasonable, equitable and fair manner;
- II. not intimidate, engage in sexual or other forms of harassment, unlawfully discriminate or otherwise abuse any person;
- III. observe merit in selection processes;
- IV. safeguard privacy and confidentiality of matters of a personal nature relating to other members of Lions Clubs;
- V. adhere to the principles of natural justice;

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- VI. adhere to management principles and practices which foster the rights, and wellbeing of members and encourage access to volunteer assistance and development schemes;
- VII. ensure subordinates are set equitable and fair workloads;
- VIII. not inappropriately distract other members of Lions Clubs from carrying out their duties;
- IX. not allow personal relationships to adversely affect their volunteer performance or that of other members; and
- X. not induce other members to breach this code.
- XI. Demonstrate a high degree of individual responsibility.

7.9 Working with children

Lions Australia is a highly respected organisation through its excellent work in the community and overseas projects. Its logo is highly recognisable and our members are often seen in the wider community performing much needed beneficial tasks and as members we are proud of our achievements. Given this, it is important for both our members and the community to maintain confidence in our activities. A significant part of maintaining this confidence is for all members to adhere to a Code of Conduct. Therefore the following are reasonable expectations we put on ourselves when working with children.

Lion members and volunteers shall:-

- I. At all times whilst at a youth camp or other Lions organised youth events wear a Lions Identification Badge or Passes or lanyards.
- II. At all times we will take all reasonable steps to protect children and young people in our care.
- III. Not develop a relationship with child or young person that could be misconstrued as grooming behaviour by others.
- IV. Not develop a relationship with a child or young person that could threaten the child or young person's safety or wellbeing.
- V. Will not disclose children or persons private information other than within the obligations of the Child Safe Policy.
- VI. Be accepting of all children and young people in our care regardless of their ethnicity, religious beliefs or gender identification.
- VII. Always treat children and young people in our care with respect.
- VIII. Always act in accordance with Lions Australia child Safe policy.
- IX. Never offer alcohol or illicit drugs of any kind to a child or young person.
- X. Never be under the influence of alcohol or illicit drugs whilst in the position of care or responsibility of a child or young person.
- XI. Never expose children or young people to pornographic material from any medium.
- XII. Always know where the child or young person is when in your charge.
- XIII. Never intimidate a child or young person through tone of voice and verbally abusive language.
- XIV. Report any breach of the code of conduct to the MD201 Child Safety Officer.
- XV. Uphold, respect and protect those members and volunteers who in good faith report a breach of this code.
- XVI. Any breach of the above may result in action by the lions club to restrict the member's activities, suspend or cancel their members.

8. CONCLUSION

This code of conduct has been developed to outline the ethics, principles, associated obligations and standards of conduct that apply to all members of Lions Clubs. For the code to be ultimately viewed by Lions Clubs and the community as an effective document, members need to view and utilise it in line with the following statement:

This code is intended to be used by members of Lions Clubs in determining what is right and proper in their actions.

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Lions Australia will make the Code of Conduct available to clubs in complete and summary format.

Clubs are encouraged to adopt the Code of Conduct.

Table of Revisions

REV #	Date	Description of Change
No.1	Sept 2018	Council adopted this Code of Conduct for use by the Multiple District, Districts and Clubs
No.2	May 2019	Numbering error corrected
No.3	June 2019	Revision table added
No.4	Sept 2019	Reference to the Lions Australia Child Safe Policy added
No.5	Dec 2019	Updated formatting

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