

Deaf Culture Council Queensland

Codes of Conduct

Code of Ethics

and

Code of Professional Conduct

Definition: A code of ethics is broad, giving board committee, volunteers and employees or members a general idea of what types of behavior and decisions are acceptable and encouraged at Deaf Cultural Council Qld and its subcommittees. A code of conduct is more focused. It defines how board committee, volunteers and employees or members should act in specific situations.

This codes also applies to the subcommittee and subgroups under affiliated with this organisation such as DCCQ Youth.

1. Be inclusive.

DCCQ welcome and support people of all backgrounds and identities. This includes but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, colour, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

2. Be considerate.

DCCQ board committee, volunteers and employees depend on each other to produce the best work we can as an organisation. Your decisions will affect clients, members and colleagues, and you should take those consequences into account when making decisions.

3. Be respectful.

DCCQ board committee, volunteers and employees will not all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

4. Choose your words carefully.

Always conduct yourself professionally inside and outside organisation. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior are not acceptable. This includes, but is not limited to:

- Threats of violence.
- Insubordination.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Sexual behaviours that make other people uncomfortable.

- Grooming words and behaviour toward young people including those under 18 years old.
- Gossiping and make criticisms towards DCCQ and its subcommittee.
- Advocating for, or encouraging, any of the above behavior.

5. Don't harass.

In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

6. Make differences into strengths.

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes and blaming each other doesn't get us anywhere.

Instead, focus on resolving issues and learning from mistakes.

Code of Ethics and Professional Conduct

A code of ethics and professional conduct consists of key sections detailed below. You can cover all of them in a concise summary Code of Ethics and Professional Conduct as we have above, or expand on them in detail so board committee, volunteers and employees are clear on how to handle many common situations.

1. The work environment.

Board committee, volunteers and employees should act with integrity, comply with laws, maintain a professional work environment, and comply with DCCQ's policies. They should treat board committee, members, customers, colleagues, and partners ethically at all times.

2. Conflicts of interest.

A DCCQ's reputation depends on the actions and integrity of its board committee, volunteers, and employees. It is essential that they avoid relationships and activities that hurt, or appears to hurt, their ability to make objective and fair decisions. They are to refrain from criticism towards or spreading defamatory information about DCCQ, board committee, subcommittee, subgroups, volunteer and employee to other people outside the organisation.

3. Protecting company assets.

Board committee, volunteers and employees should always act to protect DCCQ's assets, including physical, intellectual, and electronic or digital properties.

- Preparing, maintaining, and disclosing accurate records.
- Information security.
- Protecting communication and information technology systems.
- Protecting external communications.
- Use of company property.
- Use of property owned by others.
- Facility security.
- Protecting intellectual property

4. Anti-bribery and corruption.

A DCCQ's integrity is essential for maintaining trustworthiness and reputation. board committee, volunteers and employees should always do their work fairly, honestly, and legally.

- Doing business with governments.
- Choosing and maintaining service providers.
- Receiving gifts and entertainment.
- Loans, bribes, and kickbacks.
- Relationships with former employees.
- Obligations of departing and former employees.
- Interaction with competitors.
- Relationships with affiliates, international entities, and customers.

5. Attendance and punctuality.

Board Committee, volunteers and employees are expected to be regular and punctual in attendance. This means attending board meetings, events, being in the office, ready to work, at starting time each day. Absenteeism and tardiness burden other board committee, volunteers and employees and the DCCQ.

6. Absence without notice.

Board committee, volunteers and employees who are unable to work due to illness or an accident should notify their president or supervisor. This allows the DCCQ to arrange for coverage of their duties and helps others continue to work in their absence. If board committee, volunteer or an employee does a report for work and the DCCQ is not notified of an board committee, volunteer or employee's status for 3 days, it is typically considered a responsibility or job abandonment.

7. General harassment and sexual harassment.

This organisation is committed to providing a work environment free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, behaving in an offensive manner or any other legally protected characteristic are not tolerated.

8. Mobile phone use in the meeting, at an event or at work.

Personal mobile phone usage during the meetings and work hours is discouraged, except in extreme cases such as an emergency. Board committee, volunteers and employees can only use mobile phone when they are not tasked with responsibilities at the time e.g. in the meeting or an event.

9. Dress code.

A professional appearance is important when board committee, volunteers and employees work with customers or potential customers. Board committee, volunteers and employees should be well-groomed and dressed appropriately for the business and for their position.

10. Substance abuse.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse at DCCQ's meetings or events or on DCCQ property is prohibited. Being under the influence of illegal drugs, alcohol, or substances of abuse at DCCQ events or on organisation property is prohibited. Working while under the influence of prescription drugs that impair performance is prohibited.

11. Tobacco products.

The use of tobacco products at DCCQ meetings or events or on organisation property, outside of permitted areas, is specifically prohibited.

12. Internet use at work.

Board committee, volunteers and employees may use the Internet when appropriate to access information needed to conduct an organisation business. Use of the Internet must not disrupt or injure the organisation computer network. Use of the Internet must not interfere with an employee's productivity.

13. Confidentiality

It is the policy of DCCQ and subgroups that board committee, volunteers and employees of DCCQ will not disclose confidential information belonging to or obtained through their affiliation with DCCQ to any person, including their relatives, friends, and business and professional associates, unless DCCQ has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, volunteers and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view.

Upon separation of employment and at the end of a board member's term, he or she shall return, all documents, papers, and other materials, that may contain confidential information.

Failure to adhere to this policy will result in discipline, up to and including separation of board, service or employment with DCCQ.

ACKNOWLEDGEMENT OF DCCQ Codes:
Code of Conduct
Code of Ethics and
Conduct of Professional Behaviour

I _____, on _____

Stated that I have read the codes and DCCQ policy on code of conduct, ethics and professional behaviour as outlined on the document.

And agree to:

- demonstrate integrity, objectivity and professional competence.
- I will behave professionally all the time including within and outside organisation as to maintain DCCQ reputation (including appropriate usage of social media);
- treat as confidential all information about board committee, volunteers, employees, clients or former clients and their families that I learn during the performance of my duties as a board committee, staff or volunteer, and I understand that it would be a violation of policy to disclose such information to anyone without checking first with president or my supervisor.

Full Name	
Position (E.g. Board committee, volunteer or employee)	
Signature	
Date	
Witness's full name	
Position	
Signature	
Date	