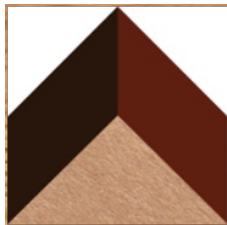


NOOSA MEN'S SHED

CODE OF CONDUCT & CODE OF PRACTICE



Australian Men's Shed Association
SHOULDER TO SHOULDER

CODE OF CONDUCT

Purpose of “The Shed”:

- To provide a safe, supportive and friendly environment for people of all ages to gather, volunteer, work, teach, learn and seek fellowship with other like-minded people.
- To promote and stabilise the mental, physical, emotional and economic well being of people in our community.

To achieve this we will:



Maintain an open door policy and will not reject any person on the basis of race, Sex, disability, religion or age, though some conditions may apply.



Certain restrictions may be placed on participation for physical safety reasons or in if a participant needs the assistance of a carer (must be provided by the participant) or be deemed a prohibited person



Provide a safe physical environment



Provide a safe and supportive social environment



Provide referrals to other services or agencies when appropriate or requested



Respect the rights and decisions of participants



Respect the confidentiality and privacy of participants

The work environment in “The Shed”

- We will not tolerate abuse, violence, anti social behaviour or infringements of the rights of others- persons indulging in this type of behaviour will be asked to leave the Shed
- Participants are expected to conduct themselves in a courteous manner towards Supervisors, Management Committee members, key stakeholders and other users of “The Shed” - this includes being considerate of other persons need for space, tools, materials and equipment

- In the event of conflict, there is a formal procedure to follow, which is documented in 'The Shed' Policy and Procedure Manual.
- Shed issues are taken to shed colleagues first
- Issues are addressed, not personalities
- Debate and challenges are invited
- All are punctual
- Collect all the facts so a conclusion can be drawn, rather than make an opinion
- Ensure that credit is attributed to the source
- Turn causes into lessons and problems into solutions
- Acknowledgement and recognition is a daily habit
- Listen to everyone and know that everyone matters
- Share learning and celebrate success
- All meetings have a published agenda, minutes are taken and published promptly
- Challenge respectfully and criticise constructively
- Respect and recognise whoever has the floor
- Be punctual and fully prepared for each meeting
- Respect the principal of caucus
- Have respect and consideration for life outside the shed.

General Shed Rules

- Always clean equipment after use and return tools to the appropriate place.
- Always ensure tools and equipment are in safe working order
- if a fault is noticed you must immediately place an "OUT OF SERVICE" tag and notify the Health and Safety Officer or day supervisor.
- Ensure your immediate work area is free of obstructions and your operations shall not interfere with other shed activities.

CODE OF PRACTICE

- “The Shed” resources are for “collective profit” not for personal profit.
- Programs and activities need to be suitable to the aims and objectives of the project.
- To commence a project, a formal written proposal needs to be submitted. “The Shed” Committee and Project Officers will assess the proposals for suitability.
- No projects are to compete unfairly with local business
- The Shed identifies that it is necessary to make a profit from projects and activities to ensure future financial viability.