



## Code of Conduct

All members of the Association shall be bound by this Code of Conduct.

It should be noted that this Code of Conduct applies to face-to-face and virtual events and meetings. It also applies to social media, digital communications and forum participation.

### Lead by Example

Committee member have the increased responsibility to lead by example and promote the principles of our Code of Conduct to all. Our committee members are expected to serve as a positive role model and inspire others to embrace our Code by:

- Rewarding integrity.
- Encouraging LEGO® to be used as intended.
- Fostering an open environment where all members feel comfortable to voice their opinions.
- Preventing retaliation against those who speak up.
- Seeking help in resolving and escalating issues when they arise.

### Members Rights and Responsibilities

- Be treated fairly, equally and with respect by the Association, its Committee and other members.
- Socialise in an environment free from all forms of harassment and discrimination.
- Privacy and confidentiality concerning records, documentation and any other communication containing a member's personal information, unless consent is otherwise provided.
- Be informed and actively involved in all club events and offerings.
- Voice their opinions, requirements and suggestions to the Committee.

Members must:

- Treat other members, guests, staff of venues and other patrons (where a social club function is being held) fairly, equally and with respect and courtesy.
- Behave responsibly and ensure they conduct themselves in a manner which will not injure the reputation of the Association, its events, organisers, participants or sponsors.
- Not physically or verbally harass others.
- Report any inappropriate behaviour of a member to the Committee of the Association for action and follow up.
- Abide by the club Policies, Guidelines, Code of Conduct and uphold the Constitution and Code of Conduct of the Association.
- Pay any fees in relation to an event, or offering (e.g. tickets or memberships) which that member has committed to, regardless of whether the member attends the event or not.
- Not use their membership for non-members of the Association (except for parties entitled to such prices as nominated from time to time).

### Seek Guidance and Report Issues

Our Code cannot describe every possible situation that might arise whilst involved with TRLUG. If you cannot find guidance within our code or our policies, please ask another member or seek further guidance from a committee member.

If you are aware of behaviour that may be a violation of our Code of Conduct, our policies or the law, you must speak up and report it so it can be addressed

A report can be made formally or informally to the Secretary via email [townsvilleLUG@gmail.com](mailto:townsvilleLUG@gmail.com). This issue will be addressed at the next monthly committee meeting. If the issue raised requires an immediate or timely response, please note the email as "URGENT" in the subject line of the email.