



# **Frankston Photographic Club**

## **Code of Conduct and Ethical Principles**

### **Policy**

The purpose of the Code of Conduct and Ethical Principles is to ensure a safe and positive environment within the Frankston Photographic Club's meetings, programs, competitions, exhibitions, outings and activities (that is, all FPC events). The document will make all members and guests aware that there is always an expectation of appropriate behaviour, consistent with the FPC values including fairness, integrity, open communication and mutual respect. The FPC is committed to providing and maintaining a collegial, productive and safe environment, free from bullying, harassment, vilification and victimisation to all FPC members and guests. Further, the FPC prohibits discriminatory practices. The FPC Committee has a duty to protect all members including themselves from any behaviour that interferes with another member's or guests' participation and enjoyment of the club including but not limited to harassment and intimidation. All members and guests of the FPC are required to abide by the Code of Conduct and Ethical Principles.

A member may be suspended or have their membership terminated by the FPC Committee for good and sufficient reason. The Committee shall have full discretion to determine what constitutes "good and sufficient reason". "Good and sufficient reason" includes but is not limited to; threatening or obscene behaviour, harassment, intimidation, bullying (physical, emotional, or cyber) unethical behaviours and any other conduct that interferes with other members' participation and enjoyment of the club. A person in any membership category (including, life membership) that does not adhere to this code of conduct may be brought before the Committee for a determination of suspension or expulsion depending on the severity and frequency of the actions. Subscription payments will not be refunded in cases of expulsion.

If any member shall be charged with any conduct either within the premises of the Club or elsewhere which shall in the opinion of the Committee be injurious to the character or interests of the Club the Committee shall consider the case and if in the exercise of its discretion (after the member shall have had a full and fair opportunity of disproving the charge or explaining his conduct) it shall consider it expedient to do so, shall recommend him to resign but no such recommendation shall be sent to any member unless the same shall be agreed to by the majority of two-thirds of the members of the Committee present at a meeting specially summoned for the purpose of considering the case.

This policy applies to the conduct of all FPC members and guests that may occur during the course of FPC events, as well as any FPC affiliated social media groups and communities. All members are expected to:

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- Be honest, impartial and conscientious when involved in FPC activities
- Ensure the principles of natural justice are observed;
- Ensure all decisions are made ethically;
- Report genuinely suspected wrongdoing, fraud, corrupt conduct or maladministration to the Committee.

Conduct that violates the Code of Conduct may be subject to sanctions as outlined in the Code of Conduct and Ethical Principles and in line with the Constitution.

### Responsibilities

All Members and guests of the FPC have a responsibility to:

1. Do not take any action that would harm the dignity or self-esteem of any individual within the FPC by:
  - a. Demonstrating respect to individuals regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, political opinion, or economic status.
  - b. Focusing comments or criticism appropriately and avoiding public criticism of other members or organisers of events and activities.
  - c. Treating individuals fairly and reasonably.
  - d. Complying at all times with the rules, regulations and policies of the FPC, as adopted and amended by the Committee from time to time.
  - e. Not engaging in activities, behaviour or conduct that jeopardises the health and/or safety of any individual.
  - f. Respecting the public or private facilities that are provided for club members and FPC events, and not wilfully cause damage to those facilities, or to the property of another member of the club.
  - g. Preventing unwanted interruptions in formal presentations from personal electronic devices including but not limited to mobile phones.
2. FPC property is not to be removed from the FPC club rooms without explicit written agreement from the Committee including information on where the material is to be stored and how it can be retrieved or accessed. This includes: dark room equipment; studio equipment; archival material including but not limited to permanent collection images, digital images, photographic equipment, documentation, books; Committee materials such as contracts, quotes, surveys, test results etc; gallery and office equipment such as computers, projectors, monitors, electronic devices etc.
3. Do not engage in any behaviour that constitutes harassment, or bullying, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, degrading, malicious or sexist; and bullying is defined as verbal, physical, social or psychological abuse.  
Examples of behaviours that constitute harassment or bullying (excluding sexual which is covered in (4) below) include, but are not limited to:



- a. Written or verbal abuse, threats, outbursts or inflammatory remarks.
- b. Unwelcome remarks, jokes, comments, innuendos or taunts.
- c. Leering or other suggestive or obscene gestures.
- d. Practical jokes which cause awkwardness or embarrassment.
- e. Any situation created intentionally to cause embarrassment, harassment or ridicule and risks emotional and/or physical harm to members whether new or not, regardless of the person's willingness to participate.
- f. Uninvited physical contact or assault.
- g. Behaviours such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment.
- h. Retaliation or threats of retaliation against an individual who reports harassment or any other breach of this Code of Conduct.
- i. Behaviour that intimidates, manipulates, offends, degrades or humiliates.
- j. Unreasonable criticism that is not part of managing a club member's conduct.
- k. Exclusion or isolation by other club members.
- l. Withholding information club members might need to perform tasks and activities.

Bullying behaviour can range from very obvious verbal or physical assault to very subtle psychological abuse. Bullying is a safety hazard and poses a risk to a person's physical and psychological safety. Examples of bullying conduct include, but are not limited to:

- m. repeated verbal or physical abuse.
- n. yelling, screaming or offensive language.
- o. intimidating gestures or behaviours such as banging on tables.
- p. excluding or isolating members or guests;
- q. intimidation;
- r. assigning meaningless tasks unrelated to a member;
- s. withholding information or repeatedly changing agreed targets or guidelines;
- t. constant or public criticism or belittling;
- u. repeated sabotage, isolation, constant undermining or giving a member or guest too little information.

4. Do not engage in any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. See also The Sex Discrimination Act 1984 <https://www.legislation.gov.au/Details/C2018C00499> Types of behaviours that constitute sexual harassment include, but are not limited to:

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- a. Sexist jokes.
- b. Display of sexually offensive material.
- c. Sexually degrading words used to describe a person.
- d. Unwelcome sexual flirtations, advances or propositions.
- e. Persistent unwanted contact.
- f. Unwanted sexual compliments or excessive and unwelcome flirting.
- g. Requests for sexual favours.
- h. Suggestive comments about someone's appearance or body.
- i. Remarks of a sexual nature about a person, their sex life or physical appearance.
- j. Asking questions or divulging confidences of a sexual nature.
- k. Leering or staring at a person or parts of their body.
- l. Suggestive behaviour, unnecessary physical intimacy, unwanted body touching or physically molesting a person, including standing too close, excessively lengthy touching or body contact.
- m. Unwanted touching, patting, pinching, kissing or embracing someone.
- n. Displaying or transmitting sexually offensive posters, handouts, emails or screen savers.
- o. Gender-based insults or taunting.
- p. Smutty or sexist jokes.
- q. Sexually suggestive behaviour including offensive body and hand movements.
- r. Indecent exposure, stalking, sexual assault and rape.

Report any violations of the Code of Conduct in writing to the FPC Committee for action by the Committee.

Approved by the FPC Committee: June 2021  
For Review: June 2023