



# **Maranoa Equestrian Club Inc.**



## **Administrator, Director and Officers Code of Conduct**

In addition to the Maranoa Equestrian Club Inc. General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held by or under the auspices the Maranoa Equestrian Club Inc., and in your role as an administrator of Maranoa Equestrian Club Inc.:

- ♣ Resolve conflicts fairly and promptly through established procedures
- ♣ Respect the rights, dignity and worth of others
- ♣ Maintain strict impartiality
- ♣ Be fair, equitable, considerate and uncompromising in all dealings with others
- ♣ Be aware of and maintain an uncompromising adherence to the club standards, rules, regulations and By-Laws
- ♣ Scrupulously avoid any conduct using privileged information to gain a personal or commercial advantage
- ♣ Make a commitment to quality service
- ♣ Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards
- ♣ Operate within the rules of Equestrian Australia
- ♣ Refrain from anything that may abuse, intimidate or harass others
- ♣ Be aware of your legal responsibilities
- ♣ Be aware of the legal rights of others
- ♣ If you are unsure of the applicable rules or procedures that should be followed seek further advice prior to proceeding
- ♣ Document complaints and the manner in which there were handled
- ♣ Never use your position or role to avoid your responsibility or to unjustly prevent an individual from exercising their rights
- ♣ Preserve and protect the standing and reputation of the organisation
- ♣ Understand the repercussion if you breach, or are aware of any breaches of the Equestrian Australia Member Protection Policy