



DOCUMENT TYPE: Code Of Conduct – CC02

Singleton Rugby Club Ltd

Code of Conduct

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Page 1 of 8

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Table of Contents:

Contents

Purpose.....	3
Scope	3
Principles of Behaviour	3
Harassment, Bullying and Discrimination	4
Club Resources	4
Confidential Club Information	4
Authorised Club Media Spokespersons	5
Conflict of Interest.....	5
Dress Code & Work Hours.....	5
Work Health and Safety (WH&S).....	6
Breaches of the Code and Disciplinary Action	6
Appendix	7
Spectator Code of Behaviour.....	7

Definitions

The following terms and acronyms are used within this document:

Code - Refers to the Singleton Rugby Club Code of Conduct – V1.2/2021 and Spectator Code of Behaviour V1.2/2021
SRC Board - Refers to the Singleton Rugby Club Elected Board of Directors
Manager – Refers to the Club’s Bar Manager
Club – Refers to Singleton Rugby Club and Grounds (bounded by land at 73 Howe St Singleton)
Workers – Refers to Employees, Directors, Contractors, Club Members, Players and Consultants, Patrons.

Page 2 of 8

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Purpose

The Singleton Rugby Club's Code of Conduct sets out the principles of conduct and behaviour required of employees, directors, contractors, members, players, spectators and consultants, patrons (referred to as workers).

All employees, directors, contractors, members, players, consultants and patrons must comply with the Code of Conduct. Spectators must also comply with the Spectators Code of Behaviour.

Breaches of the Code may result in disciplinary action including dismissal (employees), or termination of contract (directors, contractors, consultants,) or Club access bands for players/members/supporters.

All employees, directors, contractors, members, players, spectators and consultants must also comply with applicable Australian laws. Criminal proceedings may result from an individual's behaviour in the workplace/club as well as through their private actions.

Workers should discuss with their manager or SRC Board member if they require more information on any matter associated with the Code of Conduct or Spectator Code of Behaviour.

Scope

The Code of Conduct applies to all employees, directors, contractors, members, patrons, players and consultants (workers) of the Singleton Rugby Club Ltd. Spectator Code of Behaviour applies all spectators present at matches or other activities staged at the Club.

Principles of Behaviour

All workers must ensure that their behaviour is at all times compliant with the Code of Conduct and relevant NSW legislations.

Appropriate behaviour includes:

Honesty – All workers must be honest and truthful in their communications with others.

Respect – All workers must be respectful and courteous in their communications with others.

Integrity – All workers must undertake their duties and responsibilities with integrity.

Reliability – All workers must undertake their duties with professionalism and diligence.

Page 3 of 8

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These principles apply to interactions with all workers whether at work or out of work.

Harassment, Bullying and Discrimination

The Singleton Rugby Club is committed to ensuring positive working relationships and a safe work environment at all times.

Any type of harassment, bullying, discrimination, threatening or abusive actions between workers, supporters, patrons or match officials is unacceptable behaviour whether this occurs at work, out of work or on the field and will not be tolerated at any time at the Club.

Club Resources

Workers must ensure that all Club resources are utilised appropriately at all times.

Workers will safeguard Club resources under their control and take all reasonably practicable steps to minimise risk of theft, damage or misuse of such resources. The Club's resources must not be used in a manner that may be considered offensive to others. All Club owned equipment is only for use at Singleton Rugby Club and not to be lent to others for use.

Private use of Club resources may only occur where approved by the SRC Board Executive, where the cost to the Club is negligible and where the use may not be considered offensive to others.

All workers should ensure that they are familiar and compliant with this policy and any others relating to the Club's resources before use.

Confidential Club Information

All workers must not use or communicate the Club's confidential information, unless authorised to do so by the SRC Board Executive and must not use confidential information for personal gain.

Workers must ensure that all confidential information remains confidential at all times, unless the information comes lawfully into the public domain. Only the Club's Board Executive can approve release any Club funding information to others.

Page 4 of 8

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Authorised Club Media Spokespersons

Only authorised media spokespersons (Refer to SRC Media Policy) of the Singleton Rugby Club may participate in any conversation on behalf of the Club via all media platforms. All other workers are prohibited from discussing Club business, financial or contract sensitive information using any media platform.

In addition, the use of the Singleton Rugby Club brand and name on social media websites cannot occur unless the administrator of the site has the permission of the SRC Board Executive.

Conflict of Interest

A conflict of interest can arise when private interests of a worker have the potential to influence the worker in performing work for and on behalf of Singleton Rugby Club. Private interests include interests of a personal or commercial nature, and include those of an individual or an individual's household. Workers must take all steps necessary to avoid a conflict of interest.

Workers must disclose to the SRC Secretary all actual or perceived conflicts of interest as soon as practical.

The SRC Secretary will maintain a register of declared conflicts of interest. Conflicts of interest discovered by the Board that are not on this register will be treated as potential breaches of the Code of Conduct.

Dress Code & Work Hours

Workers will present for work on time as per the agreed roster with clean and well maintained clothing appropriate to the work being conducted including uniforms where supplied by the club.

Workers must not allow their use of social media during work hours to have an adverse impact on their work performance. Workers at all-times whilst working will be free of illicit drugs and alcohol.

Page 5 of 8

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Responsible Service of Alcohol (RSA) training is mandatory for all SRC bar staff.

All staff and board members must comply with the relevant Liquor & Gaming Acts at all time. Staff must always ensure a safe environment within the Club House. Staff must follow RSA requirements for intoxicated persons management. Staff are reminded that heavy fines apply for failure to comply with the requirements of this Act.

Work Health and Safety (WH&S)

All workers are required to make themselves aware of, understand and comply with the WH&S Procedures and Legislative requirements in relation to WH&S.

This includes:

- Understanding and complying with requirements of the Commonwealth Work Health and Safety Act 2011 and the Commonwealth Work Health and Safety Regulations 2011.
- Ensuring that drugs and/or alcohol pose no risk to workplace safety or work performance.
- Understanding and comply with the requirements of the service of alcohol and liquor, gaming and licencing Act/s.

Workers must clarify WH&S, liquor and gaming licencing requirements with their manager or the SRC Board Executive where there is any uncertainty.

Breaches of the Code and Disciplinary Action

Suspected breaches of the Code of Conduct involving a person dishonestly using their position in the club for gain or to the detriment of the club, such as fraud, corruption, dishonest conduct, failing to comply with liquor laws or illegal activity affecting or having the perpetual to affect the club reputations must be reported to the Manager or SRC Board immediately.

Where, as a result of the above, a worker/spectator is found to have breached the Code of Conduct, or Spectator Code of Behaviour SRC may take one or more of the following actions:

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Disciplinary action may be taken in relation to an employee/worker/spectator that breaches the Code:

- Which may include but are not limited to dismissal; suspension; written warning; club access bands;
- Contracts of service may be terminated;
- Action taken to recover any un-authoritised moneys or club costs;
- The matter may be referred to the NSW Police or other regulatory bodies; and
- Any other actions as deemed appropriate and approved by the SRC Board.

Appendix –

Spectator Code of Behaviour

All spectators present at matches or otherwise involved in any activities staged at the Singleton Rugby Club facility are bound by the following requirements.

1. **Must** comply at all times with the terms and conditions of entry to the Singleton Rugby Club and NSW Liquor Licencing Laws.
2. **Must** follow the appointed Ground Manager or Singleton Rugby Club Officials directions at all times.
3. **Must** conduct themselves in a manner that enhances the reputation and goodwill of the game and Singleton Rugby Club.
4. **Must not** use any form of violence towards staff, referees, touch judges, players, match or team officials, spectators on or off the field of play.
5. **Must not** threaten, intimidate, use crude, abusive language or gestures towards referees, touch judges, players, match or team officials, and including spectators on or off the field of play.
6. **Must not** show dissension or disapproval towards any match officials on any on field decision made during Matches.
7. **Must not** engage in harassment, bullying, discrimination, abuse, display offensive or inappropriate banners at the Singleton Rugby Club.

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8. **Must not** throw missiles towards or onto the field of play at any time or enter the field of play unless approved to do so.

Any person/s not complying with the Singleton Rugby Club “Spectator Code of Behaviour” Singleton Rugby Club “Code of Conduct” or NSW Liquor Licencing Laws may be evicted from the venue.

Any breaches of these Code’s may incur disciplinary action as approved by the Board of Directors.

Singleton Rugby Club Board of Directors

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