



Waverley Retirement Activities Group Inc.
ABN: 72 339 211 036 Incorporation No A0011017N
Registered Address: 16 Philippa Road, Boronia 3155

Code of Conduct

Purpose:

At Waverley Retirement Activities Group Inc. (**WRAG**); (**“Organisation”**), in order to create an inclusive, respectful, and safe environment for everyone, all volunteers, Members and anyone representing the Organization agree to comply and abide to this Code of Conduct.

Any violation or breach of this Code of Conduct (including but not limited to the provisions hereinbelow spelt out) and other forms of unacceptable behaviour will be taken seriously and may result in disciplinary action, up to and including removal from the Committee and/or the Organization.

1. Respect and Dignity

We believe that every person should be treated with respect and dignity, regardless of their role or backgrounds. As such, all Members of the Organization are expected to:

1. Treat others with fairness, courtesy, and kindness.
2. Recognize and respect the diversity of backgrounds, perspectives, and experiences.
3. Avoid behaviour that could be seen as threatening, demeaning, or intimidating.
4. Respect & Professionalism – Members should treat each other with courtesy and respect.
5. Non-Disruptive Behaviour – No Member should create division or attempt to sabotage leadership and vice versa.
6. Loyalty & Integrity – Members should act in the best interest of the Organization.

2. No Bullying

1. The Organisation endeavours to provide an environment free from bullying. Bullying is defined as repeated and unreasonable behaviour directed towards an individual or group that creates a risk to health and safety.

2. Bullying may include verbal abuse, physical abuse, emotional abuse, gas-lighting, spreading false information, or any behaviour intended to intimidate or undermine others.
3. Any form of bullying is unacceptable and will not be tolerated.

3. No Harassment

1. Harassment is any unwanted behaviour that humiliates, offends, or intimidates a person. This can take many forms, including verbal, physical, or psychological abuse. Any form of harassment is prohibited including but not limited to:
 - a) General Harassment: Unwanted or inappropriate comments, jokes, or gestures.
 - b) Sexual Harassment: Unwelcome advances, inappropriate and unwelcome touching, requests for sexual favours, or other verbal or physical conduct of a sexual nature.
 - c) Racial Harassment: Any behaviour that demeans, humiliates, or intimidates someone based on their race, ethnicity, nationality, or skin colour.
 - d) Disability Harassment: Behaviour that mocks, belittles, or discriminates against a person with a disability.

4. Zero Tolerance for Racism and Discrimination

1. The Organization is committed to promoting diversity, equity, and inclusion.
2. Racism and discrimination in any form are completely unacceptable. This includes, but is not limited to:
 - a) Making derogatory remarks or jokes about someone's race, ethnicity, or nationality.
 - b) Displaying or communicating any racially offensive symbols or materials.
 - c) Discriminating in any decision-making process based on a person's race, gender, religion, age, sexual orientation, disability, or any other protected characteristic.

5. Reporting Violations/Breaches

1. Any complaint concerning violation or breach of this Code of Conduct must be in writing and must be made to:
 - a) WRAG President; or
 - b) Any member of the Committee; and
 - c) Email to: wrag.inc@gmail.com

6. Consequences of Violations/Breaches

1. Any Member who violates or is in breach of any of this Code of Conduct will be disciplined in accordance with the provisions of the “WRAG Rules 2025” (WRAG Rules) .
2. The President or in the President’s absence, the Secretary shall have the authority to suspend the defaulter-Member (“Defaulter”) pending investigation/hearing of a complaint/disciplinary action of the Defaulter, if in the opinion of the President or in President’s absence, the Secretary, the conduct of the Defaulter pertaining to the violation/breach is of such a **serious** nature that it would not be in the best interest of the Organization for the Defaulter to be present in the Organization whilst the complaint against the Defaulter is being investigated as aforesaid, **SUBJECT ALWAYS** that the complaint shall be in writing and the disciplinary action be effected not later than 7 working days after such suspension.
3. Any violation or breach of this Code of Conduct may result in disciplinary action more particularly provided in WRAG Rules, Division 2 – Disciplinary Action, inter alia:
 - a) Reprimand; or
 - b) Suspension; or
 - c) Expulsion from the Organization

7. Commitment to Improvement

1. The Committee reserves the right to review, update and amend this Code of Conduct as and when it deems fit to ensure the highest standards of professional behaviour and respect, maintaining a positive, safe and respectful environment for everyone.

2. This Code of Conduct shall be binding on the Committee, volunteers and Members, all of whom hereby agree to abide by this Code of Conduct.
3. A Member shall be fully responsible for his guest(s) at all times on the WRAG premises. The guest(s) are not to participate in any activity unless his host-Member is present and payment of the requisite fee (if any).

8. Definitions

1. In this Code of Conduct the definitions used unless herein defined or to the extent that the context requires otherwise shall bear the same meanings as that provided in the WRAG Rules.
2. Words importing the singular number also include the plural number and vice versa and words importing the masculine or feminine gender, where appropriate include all genders.

