

CODE OF CONDUCT: RULES & GUIDING PRINCIPLES

Approved by:	Canberra Brass Inc. Committee
Implementation Date:	22 July 2025
Supersedes Policy Dated:	New
Revision Date:	3 years from implementation
Canberra Brass Inc. Contact Officer:	Secretary E: canberrabrass.secretary@gmail.com

1. OVERVIEW

1.1 The purpose of this document is to provide a set of rules and guiding principles to ensure that all members of Canberra Brass Inc. are fully aware of what we, as a not-for-profit community organisation, expect from our members in terms of conduct and behaviour, both individually and collectively. Specifically, this policy aims to provide guidance regarding what Canberra Brass Inc. considers to be ethical, reasonable and acceptable behaviour. These principles and codes of behaviour apply to our interactions with each other, and importantly, our interactions with the broader community and external organisations. Our reputation as an ethical, trustworthy and welcoming organisation is critical to our future success and our ability to attract and retain new members.

1.2 This policy comprises two key parts, the first of which covers a set of general rules, principles and guidelines that apply to all members of Canberra Brass Inc. (Code of Conduct – General). The second part (Code of Conduct – Regulated Activity) pertains to specific requirements for those members of Canberra Brass Inc. who have additional responsibilities that involve interactions with children and vulnerable people. Each of these is described in more detail below.

2. CODE OF CONDUCT - DEFINITIONS

2.1 The Code of Conduct (General) is a set of rules, principles, and guidelines designed to guide the behaviour and decisions of individuals within an organisation, group, or community. It outlines the expectations for ethical conduct and helps create a respectful and safe environment that is consistent with the aims, purpose and values of the organisation (as detailed in the Canberra Brass Inc. Constitution - Part 2). It also describes how the organisation will manage any breaches of its Code of Conduct in accordance with our constitution (Constitution Part 10).

2.2 The Code of Conduct (Regulated Activity) is a set of rules, principles and guidelines that outline expected behaviours from all members of an organisation, and behaviours that are deemed to be unacceptable, when interacting with children, young and vulnerable people. It is a companion to the *Policy: Working With Vulnerable People*.

2.3 The Code of Conduct (Regulated Activity) aims to:

- Inform Employees, Contractors and Volunteers regarding the expected behavioural standards for engaging with children and young people in the organisation. It should set the highest of standards of conduct for the protection and wellbeing of children and young people.
- Cover conduct in both the physical and online environments.
- Be easy for people to access and understand.

- Be covered in induction training for all Employees, Contractors and Volunteers.

3. PURPOSE AND VALUES

3.1 The Canberra Brass Inc. Constitution highlights the following key goals of our organisation:

- to promote members' study and performance of musical works, and musical development;
- to provide for members a national and community identity in its pursuit of attaining musical excellence;
- to progress the brass tradition and music for the pleasure of band members and audiences;
- to create brass musicians of the future.

3.2 Consistent with these goals, we must value respect and promote freedom of expression and open communication. We must recognise the rights of all band members to be treated as individuals and we will not condone or allow any form of unlawful discrimination to go unchallenged.

4. CODE OF CONDUCT (GENERAL)

4.1 All members of Canberra Brass Inc. have a responsibility to abide by the following Code of Conduct (General) principles described as follows:

- Value, encourage and support other members in the pursuit of musical excellence, individually and as a group. *We support and encourage everyone.*
- Recognise and accept the individual rights and worth of each person without regard to age, gender, gender identity, sexual identity, ability, race, religion, cultural or socioeconomic background. *We welcome everyone.*
- Treat other members with respect, kindness, empathy, honesty and courtesy in behaviour and speech. *We respect everyone.*
- Not engage in or tolerate bullying, harassment, violent or threatening behaviour. *We look out for one another.*
- Act with professionalism to foster and preserve the reputations of individual members and the reputation of the organisation at all times (especially when in uniform). *We consider reputation.*
- Respect the confidentiality of private information regarding individuals and the organisation. *We keep confidences.*
- Uphold the commitments made to attend rehearsal and performance schedules, communicating unexpected absences as soon as possible to those who might need to know (musical director, band manager, band leader, section leader/members). *We are committed.*
- Attend rehearsals and performances on time and prepared to play. *We always give our best.*
- Respect and maintain the organisation's property (instruments, uniforms, rehearsal venues). *We value and care for CB Inc. property.*
- Act with honesty, integrity and trustworthiness at all times (Conflict of Interests Management Policy refers). *We are a trustworthy organisation.*
- Abide by the Constitution, Policies and Procedures of the organisation.

4.2 If any member of Canberra Brass Inc. is concerned that this Code of Conduct (General) has been breached by another person, they have a responsibility to promptly report their concerns to the President, Vice President or Secretary in Canberra Brass Inc. Any breaches of the Code of Conduct are to be promptly dealt with in accordance with the Canberra Brass Inc. Constitution (Part 10).

4.3. On joining Canberra Brass Inc. the Secretary is responsible to ensure that all new and existing members acknowledge the Code of Conduct (General) by signing the proforma at Annex A to this policy. By signing Annex A members of Canberra Brass Inc. agree to abide by this Code of Conduct (General) during their membership with Canberra Brass Inc. They also acknowledge that any breaches of this Code of Conduct (General) may lead to disciplinary action or termination of their membership with Canberra Brass Inc. (Constitution Part 10).

5. GUIDANCE FOR MISUNDERSTANDING AND MINOR ISSUES

5.1 At times there may be minor misunderstandings or miscommunication between members of any organisation. These do not necessarily constitute a breach of the Code of Conduct and should be dealt with in a mature, calm and considered manner. This approach is intended to allow small miscommunications or misunderstandings and other minor issues to be settled at the outset in a low key manner between the individuals involved. This aims to stop such issues from becoming significant grievances or disputes.

5.2 Any member who believes that they have a minor issue or misunderstanding should first attempt to talk to the other member regarding the issue and is encouraged to approach the conversation with an open mind, seeking a 'win-win' outcome.

6. CODE OF CONDUCT (REGULATED ACTIVITY)

6.1 The following positions within Canberra Brass Inc. are considered to be engaged in Regulated Activities and must therefore be cognisant of, and abide by the additional requirements outlined in the Code of Conduct (Regulated Activity) below:

- President, Vice President and Secretary
- Music Director and Deputy Music Director
- Conductors and helpers who act as a one on one mentor or tutor of vulnerable persons

6.2 All Employees, Contractors and Volunteers of Canberra Brass Inc. are responsible for the safety and wellbeing of children and young people who engage with Canberra Brass Inc. regulated activities. All Employees, Contractors and Volunteers are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years. Specifically the following principles of behaviour apply:

- Act in accordance with Canberra Brass Inc. Working With Vulnerable People Policy and Code of Conduct (General) at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other Employees, Contractors and Volunteers.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in Canberra Brass Inc.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to Canberra Brass Inc. policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by Canberra Brass Inc. risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with Canberra Brass Inc. policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by ACT Reportable Conduct Scheme and by Canberra Brass Inc. policy and procedure on internal and external reporting.
- Comply with Canberra Brass Inc. protocols on communicating with children.
- Comply with relevant legislation and Canberra Brass Inc. policies and procedures on record keeping and information sharing.

6.3 The following conduct and behaviours are considered to be inappropriate and will not be tolerated in Canberra Brass Inc. Any member engaged in Regulated Activities shall not:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Canberra Brass Inc. activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Canberra Brass Inc. policy and procedure on reporting.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

6.4 If any member of Canberra Brass Inc. has reason to believe that this Code of Conduct (Regulated Activity) has been breached by another person in Canberra Brass Inc, they have a responsibility to:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to my manager, the President, Vice President or Secretary in Canberra Brass Inc.
- Follow Canberra Brass Inc. policies and procedures for receiving and responding to complaints and concerns.
- Comply with ACT legislative requirements on reporting if relevant, and with Canberra Brass Inc. policy and procedure on internal and external reporting.

6.5. Any member of Canberra Brass Inc. who is involved in a Regulated Activities must agree to abide by the Code of Conduct (Regulated Activity) during their employment/volunteering by signing the proforma at Annex B. The Secretary has responsibly to ensure that this proforma is signed before any member becomes involved in any Regulated Activity. By signing the Code of Conduct (Regulated Activity) the member acknowledges that they understand that breaches of this Code of Conduct (Regulated Activity) may lead to disciplinary action or termination of their employment/participation with Canberra Brass Inc.

Annexes:

- A. Code of Conduct (General) Member Declaration
- B. Code of Conduct (Regulated Activity) Member Declaration



SIGNED: _____
President, Canberra Brass Inc.

DATE: _____22 July 2025_____

**Annex A to
Code of Conduct (General) Member Declaration
Dated 22 July 2025**

CODE OF CONDUCT (GENERAL)

As a member of Canberra Brass Inc. I acknowledge that I must abide by the Code of Conduct (General) as detailed below.

I will:

- Value, encourage and support other members in the pursuit of musical excellence, individually and as a group. *We support and encourage everyone.*
- Recognise and accept the individual rights and worth of each person without regard to age, gender, gender identity, sexual identity, ability, race, religion, cultural or socioeconomic background. *We welcome everyone.*
- Treat other members with respect, kindness, empathy, honesty and courtesy in behaviour and speech. *We respect everyone.*
- Not engage in or tolerate bullying, harassment, violent or threatening behaviour. *We look out for one another.*
- Act with professionalism to foster and preserve the reputations of individual members and the reputation of the organisation at all times (especially when in uniform). *We consider reputation.*
- Respect the confidentiality of private information regarding individuals and the organisation. *We keep confidences.*
- Uphold the commitments made to attend rehearsal and performance schedules, communicating unexpected absences as soon as possible to those who might need to know (musical director, band manager, band leader, section leader/members). *We are committed.*
- Attend rehearsals and performances on time and be prepared to play. *We always give our best.*
- Respect and maintain the organisation's property (instruments, uniforms, rehearsal venues). *We value and care for CB Inc. property.*
- Act with honesty, integrity and trustworthiness at all times (Conflict of Interests Management Policy refers). *We are a trustworthy organisation.*
- Abide by the Constitution, Policies and Procedures of the organisation.

If I think this Code of Conduct (General) has been breached by another person in Canberra Brass Inc. I will:

- Promptly report any concerns to the President, Vice President or Secretary in Canberra Brass Inc.
- Follow Canberra Brass Inc. policies and procedures for receiving and responding to complaints and concerns.

I agree to abide by this Code of Conduct (General) during my membership with Canberra Brass Inc. I understand that breaches of this Code of Conduct (General) may lead to disciplinary action or termination of my membership with Canberra Brass Inc. (Constitution Part 10).

SIGNATURE: _____

FULL NAME: _____

DATE: _____

**Annex B to
Code of Conduct (Regulated Activity Member Declaration
Dated 22 July 2025**

CODE OF CONDUCT (REGULATED ACTIVITY)

The following positions within Canberra Brass Inc. are considered to be engaged in regulated activities and must abide by the Code of Conduct (Regulated Activity):

- President, Vice President and Secretary
- Music Director and Deputy Music Director
- Conductors and helpers who act as a one on one mentor or tutor of vulnerable persons

All Employees, Contractors and Volunteers of Canberra Brass Inc., including those listed above, are responsible for the safety and wellbeing of children and young people who engage with Canberra Brass Inc. regulated activities. All Employees, Contractors and Volunteers are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

As a member of Canberra Brass Inc. who is involved in Regulated Activities, I acknowledge that I must abide by the Code of Conduct (General) as detailed below.

I will:

- Act in accordance with Canberra Brass Inc. Working With Vulnerable People Policy and Code of Conduct (General) at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other Employees, Contractors and Volunteers.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in Canberra Brass Inc.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to Canberra Brass Inc. policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by Canberra Brass Inc. risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with Canberra Brass Inc. policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by ACT Reportable Conduct Scheme and by Canberra Brass Inc. policy and procedure on internal and external reporting.
- Comply with Canberra Brass Inc. protocols on communicating with children.
- Comply with relevant legislation and Canberra Brass Inc. policies and procedures on record keeping and information sharing.

I will NOT:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.

- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Canberra Brass Inc. activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Canberra Brass Inc. policy and procedure on reporting.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

If I think this Code of Conduct (Regulated Activity) has been breached by another person in Canberra Brass Inc. I will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to my manager, the President, Vice President or Secretary in Canberra Brass Inc.
- Follow Canberra Brass Inc. policies and procedures for receiving and responding to complaints and concerns.
- Comply with ACT legislative requirements on reporting if relevant, and with Canberra Brass Inc. policy and procedure on internal and external reporting.

I agree to abide by this Code of Conduct (Regulated Activity) during my employment/volunteering with Canberra Brass Inc. in a regulated activity. I understand that breaches of this Code of Conduct (Regulated Activity) may lead to disciplinary action or termination of my employment/participation with Canberra Brass Inc.

SIGNATURE: _____

FULL NAME: _____

DATE: _____