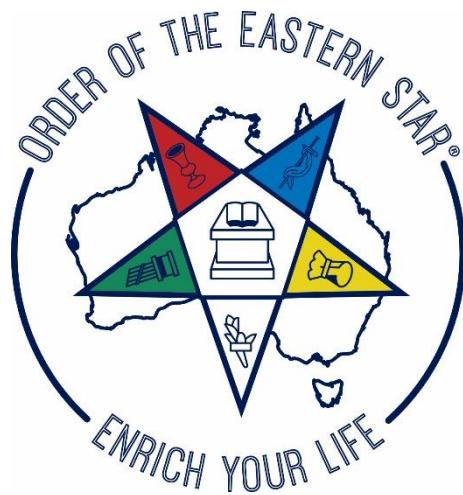


The United Grand Chapter of Australia

Order of the Eastern Star



CODE OF CONDUCT

Introduction

Members of the Order of the Eastern Star share beliefs in principles and moral values. This Code of Conduct aims to provide guidance around as to what is expected of members when interacting with each other and the responsibilities all members have to uphold.

This Policy is to be reviewed by the UGCA Bye-Laws Committee annually to ensure currency of content is maintained.

Definitions and Scope

The Code of is also about the legal obligations each member has and their responsibilities of being involved in a not for profit organisation.

The Code of Conduct is applicable to ALL members regardless of rank or seniority within a Chapter or the Order and should be read in conjunction with the Social Media Policy.

Policy

All members must understand that their personal behaviour should reflect Order of the Eastern Star membership values at all times.

In particular:

- ★ All members will conduct themselves in accordance with the principles and ideals of the Order of the Eastern Star and adhere to their membership obligation;

- ★ All members will be tolerant of other members' social background, beliefs, religious views or physical difficulties they may have;
- ★ No member will bully, harass or intimidate another member in any way; and
- ★ All members will interact with each other with the same level of dignity and respect that they would want to receive themselves;

In relation to Chapter business and dealings;

- ★ All members and Chapters will communicate with each other – in a written or verbal sense – with respect and dignity at all times;
- ★ Members will not reflect their personal opinions or beliefs in the name of the Order of the Eastern Star or on behalf of a Chapter;
- ★ Members will not informally reveal the discussions, decisions or business of another Chapter or written records of any Chapter to another member who is not a member of that Chapter concerned unless that member has an administrative responsibility entitling them to receive such information;
- ★ All members are prohibited from engaging in any commercial activities or benefiting financially from their association with the Order of the Eastern Star or any Chapter under the jurisdiction of the United Grand Chapter of Australia; and
- ★ All members are prohibited from having any direct or indirect financial interest in the assets of a Chapter its

business transactions or the services provided by that Chapter;

Responsibilities

Any member of the Order of the Eastern Star in Australia is bound by their membership obligation to adhere to the guidelines of this policy. Any member found to have acted or conducted themselves in a manner contrary to this Policy will be subject to formal disciplinary action and that action may include suspension from the Order or expulsion as a member of the Order.

Reporting non-compliance to this policy

Members having evidence of another member's breach of this Code of Conduct will lodge a report using the "Report a Breach of a UGCA Policy" form ¹.

Ownership of this Policy

If you have any queries about this policy please contact the Policy Owner.

Document Title:	Code of Conduct
Effective From:	September 2018
Effective To:	Until rescinded, replaced or updated by the UGCA
Document Control:	UGCA-POL-004-V3.1
Policy Owner	Worthy Grand Secretary

¹ This form is available for download from the UGCA website or from your Chapter Secretary