



TOLMER SPEEDWAY CLUB - CODE OF CONDUCT

Introduction

The Tolmer Speedway Club Code of Conduct aims to:

- Provide clear guidance on the Club's values and expectations while acting as a Member, Official or Representative of the Tolmer Speedway Club.
- Promote a common minimum standard of ethical behaviour, standards and expectations across all committees.
- Offer guidance for fellow members, customers, drivers, suppliers and the wider community on our values, standards and expectations, and what it means to work for Tolmer Speedway Club.
- Raise Club members awareness of acceptable and unacceptable behaviour and provide a means to assist in avoiding any real or perceived misconduct.

We are likely to be faced with situations that are not specifically addressed in this code. When dealing with these, we can ask ourselves the following questions to assist us in determining an appropriate course of action:

- Would I be proud of what I have done?
- Is it legal?
- Is it consistent with Tolmer Speedway Club's values, principles and policies?
- Do I think it's the right thing to do?
- What will the consequences be for my colleagues, Tolmer Speedway, other parties and me?
- Are my actions transparent? Is there anyone else who I should make aware of my actions?
- What would be the reaction of my family and friends if they were to find out?
- What would happen if my conduct was reported in a publication/newspaper?
- What would be the impact if rumors started with our members that Tolmer Speedway Club was engaged in this practice?
- Do my actions put anyone's health and safety at risk?

**Bordertown Speedway Inc. trading as
Tolmer Speedway Bordertown**
ABN: 262 825 401 73
Golf Course Road, Bordertown SA 5268
PO Box 431, Bordertown SA 5268
Email: secretary@tolmerspeedway.com
www.tolmerspeedway.com



The Code of Conduct, detailed in the following pages, is written as a set of general principles of volunteering and affiliation to our club and should be read in conjunction with the current terms of volunteering for each volunteer, position descriptions and all Tolmer Speedway policies as amended from time to time. All policies can be obtained from the Secretary of Tolmer Speedway.

1. Business Integrity

1.1 Honesty, Integrity & Fairness

We endeavor to perform our duties and conduct business in a manner that is honest and of the highest integrity. We strive to maintain our business relationships in a manner which is consistent with principles of respect for others and fairness. We aim to maintain standards that exceed community expectations.

1.2 Reporting Concerns

Tolmer Speedway is committed to fostering an environment where concerns can be reported without fear of punishment. We will treat all reports seriously and will act appropriately and promptly.

1.3 Public Comment

As members, committee members and/or volunteers we will not disclose publicly any information about the club, or make public comment on behalf of Tolmer Speedway, or using Tolmer Speedway facilities or equipment, unless required as part of our normal work, or as specifically approved by the Executive Committee.

If we are contacted by the media, we will refer this to the Secretary or Club President.

1.4 Conflict of Interest

We will disclose any real or potential conflicts of interest when dealing with family, friends, or other related parties or entities, on behalf of the club. We will make our interests known and seek approval before contracting with any of these parties.

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2. Professional Practice

2.1 Financial Interests

Tolmer Speedway Executive Committee, members, and/or volunteers should avoid taking a specific financial interest, or participating in financial activities and arrangements, that could conflict with their obligations of fairness and integrity to the club or its stakeholders, or that could be perceived to do so.

2.2 Property & Ownership

We take responsibility for the protection and care of club assets including:

- Cash, corporate cards and vouchers
- Plant and equipment e.g. cars or machinery
- Club information
- Tolmer Speedway products and publications
- Computer and software
- Intellectual property e.g. copyright, trademarks, patents, registered designs and for the club to have its confidential information kept confidential.

We ensure that our actions in relation to club property are honest at all times. If we believe that theft or damage is taking place we will report it immediately to the Secretary or a member of the Executive Committee.

To avoid any misunderstanding of our behaviour we should remember to always:

- Seek permission from the Executive Committee to take club property from the club facilities and ensure its removal is documented and authorised.
- Always use club property for what it is intended and not for personal use, unless authorised.
- Never assume that damaged stock or goods are not wanted, or not valuable to the club.
- Return all club assets when leaving the organisation.

2.3 Privacy & Confidentiality

We understand that as Tolmer Speedway Executive Committee, members, and/or volunteers we are placed in a position of trust, and are regularly privy to sensitive information. We strive to operate in accordance with the relevant privacy legislation.

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We understand, to handle such information in a confidential and sensitive manner, and not use this information for personal gain; or to share this information either during or after our membership or affiliation with Tolmer Speedway; unless required, as part of our normal work.

We will, under no circumstances discuss or disclose any confidential club information. This information includes marketing or strategic plans, pricing, policy and costs. If we are unsure of whether or not a particular piece of information is confidential, we will check with the Secretary.

2.4 Personal Advantage

As Tolmer Speedway volunteers/employees, we will not abuse any benefit or advantage that is not afforded to the public or part of any club sanctioned benefit. Such advantages include discounts, priority booking, access to venues, retail or wholesale sales and upgrading of goods or services.

2.5 Gifts & Inducements

We will not accept gifts or inducements which could impair our judgment or be perceived to be a conflict of interest, bribe or inappropriate gift.

Similarly we will not offer bribe or inappropriate payments for the purpose of acquiring, retaining, directing business, or receiving any kind of special or favoured treatment for the club.

2.6 Club Reporting

We are committed to producing complete, balanced, timely, accurate and truthful club data, records and reports. We will be transparent and ensure that issues are raised to an appropriate level on a timely basis.

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3. Health, Safety & Environment

Tolmer Speedway aims to provide a safe, healthy, injury free and environmentally sustainable business. We aim to carry out our business activities in a manner consistent with applicable health, safety and environmental laws and regulations for the wellbeing of the environment and our volunteers, employees, contractors, visitors and customers. We will endeavour to be aware of and follow all Health, Safety and Environment policies and procedures.

4. Equal Employment Opportunity & Anti-Harassment

Tolmer Speedway aims to provide an environment free from unlawful discrimination and harassment.

5. Compliance with Club Policies

We will comply with all Club policies as amended from time to time.

6. Social Media

Tolmer Speedway encourages participation in online social media in a positive manner.

The accessible nature of the internet however, can lend itself to the posting of threatening and derogatory material in the heat of the moment.

Once our thoughts and comments are published to the internet they are visible to the world - and they are permanent. Tolmer Speedway takes all cases of cyber bullying seriously and will treat online matters as it would 'real world' bullying.

Breaching the code of conduct or bringing the sport, or the Tolmer Speedway Club into disrepute online can lead to serious consequences, including but not limited to those penalties as listed in section 7.2 *Non-Compliance* of this document.

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7. Implementation & Compliance of this Code of Conduct

7.1 Reporting

We will report all breaches of this Code of Conduct immediately to the Secretary or an Executive Committee member.

The contacts listed below will only be used in instances where the matter is serious and involves financial malpractice, impropriety or fraud, auditing matters, including non-disclosure or any subversion of the internal or external audit processes or criminal activity or breaching of the law.

Wayne Rowett	President	0428 313 912
Mick Hayden	Vice President	0499 377 163
Lauren Nelson	Secretary	0400 374 733
Tiffany Golding	Treasurer	0438 895 653
Chloe Rose	Memberships	0431 454 087

Individuals making complaints in good faith will be protected by this code of conduct; however, we understand that disciplinary action may be taken where an allegation is malicious or vexatious.

7.2 Non-Compliance

We acknowledge that non-compliance may lead to disciplinary action. Examples of relevant disciplinary action include verbal or written warnings, and dismissal or expulsion from the club.