

Running Good Groups

Code of
Conduct



Booklet

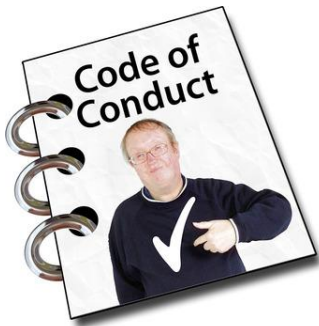
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What is a Code of Conduct?

A Code of Practice is a set of rules or guidelines that make sure groups run in a way that:

- Protects people's rights
- Supports people to respect each other
- Supports everyone to get a fair say
- Explains how the group is run



Sometimes groups write lists of rules that are very strict or negative and only talk about the things people cannot do. Groups with rules like this do not run very well.

A Code of Conduct is about writing good rules or guidelines that support people to be valued, respected and to have their say in their groups.

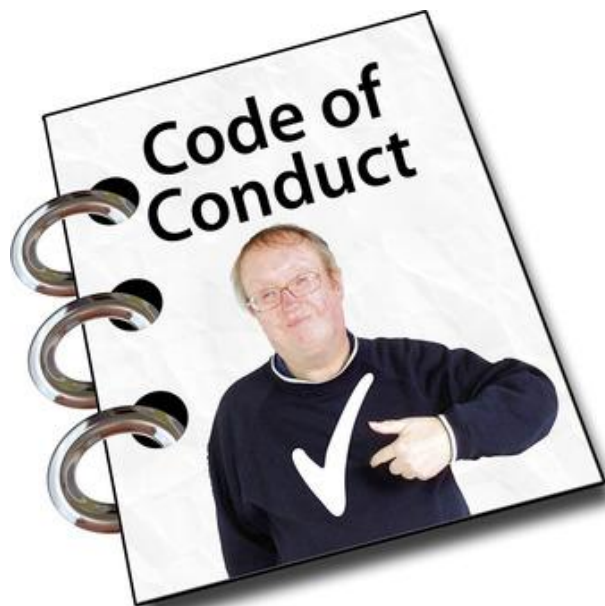




Why Have a Code of Conduct?

A Code of Conduct helps groups to make sure that:

- Members know their rights in the group
- All people are treated with respect
- Members are supported to have their say and have their ideas listened to
- Everyone gets information in ways they can understand
- No-one is bullied, abused or treated badly
- Meetings run well
- People are not discriminated against





What should be in a Code of Conduct?

Here are some things that different groups put in their Code of Conduct:



- We will treat all members with equal respect
Respect means being polite, treating people as an equal and valuing their ideas and decisions
- We will not discriminate against men and women, people from different backgrounds, people with or without disabilities, people of different ages, sexuality etc



- We will run meetings in a way that supports everyone to have their say and be heard



- We respect the opinions and ideas of all group members.
- We will help people to get information in ways they can understand
- We understand that everyone is different



What should be in a Code of Conduct? cont.



- People cannot not be bullied, threatened or treated badly in our group

Bullying means fighting, talking about someone behind their back, calling people names, swearing at people, threatening people, bullying on the internet etc.



- We understand that some people might do things differently from other people and that is OK!

- We treat all people the same way that we want to be treated.



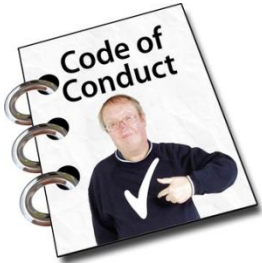
- Members have the right to be heard if they are not happy they also have the right to make a complaint.

- We will give people time to understand and support people to understand



Making a Code of Conduct

Below are the steps you can take to make your own Code of Conduct



1. It is important that all your members have a say and are involved in writing your Code of Conduct.

2. Look at the list on pages 3 and 4 and talk about:



- which ones you think your group should do
- what other things your group can do to run well
- which ones you think your group does not need in a Code of Conduct
- how you will make sure these things happen

3. Each member writes down or talks about how they want to be treated as a member of the group. This can include the things the group does to:



- make you feel good about yourself
- support you to have your say
- make you feel an equal and important member of the group
- treat you with respect
- listen to what you have to say.



Code of Conduct



Making a Code of Conduct cont.

4. Each member writes or talks about how they do **not** want to be treated group. This can include:

- getting picked on
- getting bullied
- nobody listening to you
- nobody using any of your ideas
- people not taking the time to explain things to you



5. All the members talk about the things they think helps the group to run well



6. All the members talk about all the things that happen that stop the group from running well

7. Look at all the things you have talked about and written down and then decide which things you would like in your Code of Conduct

8. Once you have written down the things you would like in your group Code of Conduct give people a chance to say if they are happy with what is in it.



If you need help writing a Code of Conduct contact the SARU.



ph: 9639-6856



e: saru@rosshouse.org.au



SARU

Self Advocacy Resource Unit

Resourcing Self Advocacy groups across Victoria
for people with intellectual disability, acquired brain injury and complex communication requirements

 (03) 9639-6856  saru@rosshouse.org.au  www.saru.net.au

247 Flinders Lane Melbourne 3000

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