



INSTRUCTORS CODE OF CONDUCT & ETHICS

By-Law No.:	06	Version No.:	01	Review Date:	03 Mar 22	Approval Date:	3 Mar 22
President:	Vicki Reid			Signature:			
Secretary:	John Howard			Signature:			

This By-Law has been approved by a majority of not less than three fourths of the members present and voting in person or via proxy in a General Meeting. This policy should be read in conjunction with the Club Constitution and other relevant Regulations, Codes, Policies, and Documents

1. Purpose

This Code of Conduct and Ethics specifies standards of ethical conduct for members of Knox Obedience Dog Club Incorporated (the Club) that are engaged as Instructors. It places obligations on Instructors to practice and work in an objective and cooperative manner and realise the impact on both individuals and on the broader Club, which are dependent upon their judgement.

2. Commitment

I took up this position as a volunteer to support something larger than myself. I will carry out this work honestly and in fairness to everybody involved, placing the interests of the Club before my own.

When acting in my capacity as an Instructor for the Club I will:

- pursue as my highest priority the fulfilment of the Club's objectives, statement of purpose, vision, mission, values, and promise;
- encourage my fellow instructors to undertake their activities and deal with issues / problems / concerns in a consistent, prompt, fair, and non-discriminatory manner;
- promote the Club's interests and protect its reputation;
- consider the interests of the Club's stakeholders, our members, our affiliates, our volunteers, and the environment in which the Club operates;
- always adhere to the Club Behaviour Policy;
- ensure all handlers attending my classes are advised of their option to move to another class at the same level if available; and
- not provide veterinary clinical advice to Club members unless I'm a registered veterinarian.

3. Conscientiousness

I understand my responsibilities and will fulfil the role of Instructor to the best of my ability, and without reservation.

When acting in my capacity as an Instructor for the Club I will:

- keep informed about issues affecting the Club that relate to the role of instructing I am a part of;
- perform my duties with integrity, honesty and equity while adhering to the Club's Constitution, Rules, Regulations, Codes of Practice, Policies and Procedures;
- act with due care and diligence, in the best interest of the Club;
- provide advice, express opinions, or make statements in an honest, objective, impartial and efficient way, and consider the reasonably foreseeable consequences of that advice; and
- invest the time and effort required to fulfil the responsibilities of my position by reading materials, participating fully in meetings, and carrying out any duties assigned by the Club.

Instructors should ensure that resources or equipment, under their responsibility, are used effectively and economically for the purposes of fulfilling the Club's objectives. They are not to be used for personal business, or any other reason not approved by the Executive Committee.

4. Community

I will treat the people involved with the Club respectfully, fairly and without prejudice.

When acting in my capacity as an Instructor for the Club I will:

- oppose prejudice, address disadvantage, and promote diversity;
- treat colleagues, members, affiliates, volunteers, and the community with courtesy and respect;
- refrain from any form of conduct that may cause offence or embarrassment to other Instructors, other members, and volunteers of the Club; and



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- d. refer any request for public comment, public statement, or public disclosure of official information to the President or Executive Committee.

5. Compliance

I will work within the law, and within the Constitution, Rules, Regulations, Codes of Practice, Policies and Procedures, and I will encourage the Club to do so too.

When acting in my capacity as an instructor for the Club I will, to the best of my ability and within the bounds of my authority:

- a. ensure that I do not engage in any illegal or improper practices;
- b. Encourage the Club to manage potential risks effectively; and
- c. observe the provisions of the Club's Constitution, Rules, Regulations, Codes of Practice, Policies and Procedures

An instructor may become aware of another Instructor or member breaching the Constitution, Rules, Regulations and/or Codes of Practice, and/or policies and procedures relevant to their role with the Club.

How the Instructor responds to this situation will be determined by the nature of the relationship (if any) they have with the person or entity.

Where the person is a member known to the Instructor, the Instructor may discuss the problem with the person and point out the problem, potential consequences, and member's ethical responsibilities.

If this is not appropriate or there is no corrective action, the instructor should raise the matter with either the Supervisor/s of Training or a member of the Executive Committee.

6. Communication

I make sure I know what the Club does, and why, and I will promote it.

When acting in my capacity as an Instructor for the Club I will:

- a. communicate the significance of the Club's mission, strategy, and culture to members, stakeholders, and the public; and
- b. share where appropriate with other members and instructors the insights and practices I have developed in the course of my activities with the Club.

I, _____ being an appointed a Club instructor, hereby acknowledge that I have read, understand, and will always comply with the Club INSTRUCTOR CODE OF CONDUCT & ETHICS whilst being an active instructor for the Club.

Signature of Instructor: _____ Date: _____