

MEMBERS' CODE of CONDUCT

As a member of BPW, you are entering into a caring community of mutual respect, courtesy and trust, and one that welcomes and supports women of all backgrounds, identities and experience. To ensure our members can be in a safe and respectful place that we can all be proud of, we ask that you familiarise yourself with our Code of Conduct set out in this pledge and live our values throughout your membership.

BPW Values

The BPW Australia Values are based on the BPW International Values.

- *BPW Australia is a non-profit organisation for women with voluntary membership and leadership.*
- *BPW Australia is non-partisan, does not discriminate on the basis of background or beliefs, and respects human rights.*
- *Our procedures are democratic, transparent and inclusive of all members and our actions honour our history and protect our reputation.*
- *Our decision-making bodies are accountable to the members and our funds are carefully managed and used to promote and achieve our aims.*

BPW International values guide actions and decision-making by BPW Australia and each affiliated BPW Club, contributing to sound governance:

- *equity and justice, building harmony, applying rules fairly to everyone*
- *honesty and integrity, being professional, meeting our obligations and taking responsibility*
- *transparency and accountability, building trust, making decisions based upon facts*
- *kindness and respect, being inclusive, acknowledging and respecting our differences, teamwork and cooperation, encouraging discussion and debate but seeking agreement.*

BPW Australia has a Code of Conduct to guide its governance in its duty of care to members, which aims to build and enhance a culture within BPW that recognises the importance of addressing issues of values amongst members.

As professional women, members are expected to comply with the following standards of conduct:

- observe the provisions of the Constitution, Policies and Rules of BPW including Social Media and meeting protocols;
- communicate clearly and respectfully with other members and the BPW community;
- be mindful to the needs of others and accept that we approach things in different ways, but will still be heard in an open and mindful manner;
- be attentive to avoid language that may be considered insulting or disrespectful to other members or bring discredit to BPW;
- be mindful that members often share personal experiences and insights, knowing that BPW gatherings are a safe space for women and that other members will always honour confidentiality;
- understand that members may share professional information, and the copying and theft of ideas, clients and business will not be tolerated and is not in line with our core values;
- remember that we are each individually responsible for our actions and the decisions that we make;
- undertake to comply with the spirit, as well as the letter and principles, of this code of conduct.

BPW Australia is committed to collaboration and collegiality and works in good faith to engage respectfully with all parties to resolve disputes that may need additional support, in line with the BPW Australia Constitution and Dispute Resolution Policy.

Individuals reporting inappropriate behaviour will not be victimised, and the person(s) accused of inappropriate behaviour and any witnesses will also be protected from victimisation.

BPW Australia's Code of Conduct aligns with our BPW Aims and Objectives. Adherence to the Code of Conduct is a condition of membership and demonstrated failure to abide by the Code may result in suspension or cancellation of membership. BPW Australia has a procedure for dealing with disciplinary matters under section P4.4 of the Procedure Manual. Clubs must refer all disciplinary matters to BPW Australia under this procedure.

This Code of Conduct may be updated and altered at any time by the BPWA Board. Members will be notified by email of any changes at least one month prior to their implementation.

Our Collect

The words of the Collect are extremely powerful in influencing how we communicate with our members and how we treat every member with respect and gratitude. Every member has something to offer BPW and it is our mission to help our members grow by mentoring through our personal and professional development programs.

This collect was presented by BPW Canada and adopted at the 2011 BPW International Congress and is used for BPW meetings and conferences.

We ask

- ❖ that we meet together as women, not allowing beliefs, religion, nationality, ethnicity or language to come between us.
- ❖ that these meetings enable us to move forward and advance the status of women throughout the world.
- ❖ that the value of women be recognized in our families, our communities, our workplaces, our country and the world.
- ❖ that we use our good ideas, our knowledge, our experience to promote the worth of women.
- ❖ that we combine our strengths to move forward in peace, in serenity and in love.
- ❖ that women of all generations will do their part to achieve harmony and equality among all human beings.

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Supporting documentation and resources:

- BPW Australia Constitution
- BPW Procedure Manual
- Model Club Guidelines
- Dispute Resolution Policy
- Branding Took Kit
- Member Booklet
- Code of Conduct
- Social Media Policy
- Social Media Guideline