



Dated 2 October 2018

Bundanoon Men's Shed Code of Conduct

1. **Attendance Book.** Members and visitors are to sign the Attendance Book on arrival and record arrival and departure times.
2. **Identification.** Name tags or "Visitor" tags are to be worn while at the Shed.
3. **Conduct.** Those attending the Shed are to behave in a manner that is consistent with the Objects of the Shed as set out in the Constitution, acting in a non-threatening manner, appreciating and respecting the variety of values and beliefs of others. Bullying is never acceptable. Equality and equity principles are to be observed with no room for "egos". Listening is as important as speaking in Shed conversations or discussions. No illegal activities are to be undertaken at the Shed.
4. **Communication.** Only the President, Vice President or Secretary or other appointed member may issue statements to public media on behalf of the Shed, Any material intended to be published to the full membership will be at the discretion of the Secretary.
5. **Privacy.** The privacy of others is to be respected particularly with email, telephone or other personal details where members have chosen non-disclosure of this information. Health issues may be discussed in meetings only with the consent of the individual concerned. Shed matters should stay within the Shed community.
6. **Disputes.** Disputes between members concerning matters unrelated to the Shed are NOT to be brought to the Shed. Shed-related disputes are expected to be resolved in the first instance by the members themselves. Matters which are *significant and unresolved* may be brought to the attention of any Executive member for advice. Beyond that, steps outlined in the Policy and Procedures Manual may be pursued.
7. **Smoking and drugs.** The Shed and its surrounds are Non Smoking. No person under the influence of alcohol or illegal drugs is permitted to attend the Shed or its external activities.
8. **Workshops.** Members using workshop or other equipment are to observe the Rules related to Safe Operating Procedures and wear appropriate footwear, clothing and Personal Protective equipment. Use of any machinery must have another Member present in the Shed at all times, and restricted machinery only used by those accredited to do so by means determined by the Committee. Non members are not permitted to use equipment.
9. **Supervisors.** Members and visitors must respect and follow the directions of the Supervisor with regard to use of equipment or issues of daily Shed operations. Any accident, injury, faulty or unsafe equipment are to be reported to the Supervisor and recorded in the Supervisors' Daily Report book.
10. **Housekeeping.** Workbenches are to be left uncluttered and clean at the end of each day, floors swept and tools returned to their usual location. All crockery and cutlery items are to be washed up after use and kitchen benches left clean.