



## MEMBERS' CODE OF CONDUCT

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Drafted by	PIGC BOARD	Approved by Board on	16 AUGUST 2021
Responsible person	BOARD CHAIR	Scheduled review date	AUGUST 2024

This document, **Members Code of Conduct**, is a guide to members summarizing Phillip Island Golf Club's (the Club) expectations of its Members and that of their guests.

The Code of Conduct has been developed to ensure a safe, friendly and respectful place for Members, visitors and staff to gather in the spirit of cooperation, relaxation, good will, fun and friendly competition.

The Code of Conduct differs from rules in that it addresses acceptable/unacceptable behaviours.

### Code of Conduct

All Members, guests and visitors are expected to conduct themselves in a manner that:

- Creates an environment and culture that is reflective of the personal integrity and respect taught in the rules of golf where it is written that we are capable of enforcing rules upon ourselves with honesty, integrity and good sportsmanship. This same integrity, honesty and good will are expected whether on the golf course or in the clubhouse;
- Does not represent or denigrate the Club in any way, shape or form either in person, through the media or through any form of social media.
- Is free of discrimination or any form of harassing behaviour including sexual harassment;
- Acknowledges the Club as a family friendly environment and, therefore, refrains from using obscenities and loud boisterous behaviour inappropriate for children and respectable taste;
- Observes proper etiquette on and off the course and in the clubhouse;
- Demonstrates an understanding that Members, guests and visitors have no authority to instruct staff in job performance and duties;
- Understands that the Club's Management is responsible for instructing staff in the performance of their duties;
- Is vigilant in reporting real or perceived safety hazards to the Club's management;
- Understands that Members may make suggestions regarding the operation of the Club for the betterment of the Club in writing to Office Bearers or Directors;
- Does not denigrate, talk down to, abuse staff members, Members, guests and visitors and does not create unnecessary strife and divisiveness through any manner.

- Does not misrepresent their position and/or authority to others;
- Adheres to all By-Laws currently in force and effect;

### **Course Etiquette**

Members are required to follow the standards laid out in the Clubs Rules to assist in repairing and making good the playing surfaces of the course at all times and to instruct their guests as to these requirements.

### **Dress Code**

Members and their guests are required to adhere to prevailing dress code for both the course and the clubhouse.

### **Grievance and Resolution Policy**

If a Member has a grievance with a fellow Member or a member of staff, the Grievance and Resolution Policy must be followed and strictly adhered to.

### **Disciplinary Policy**

All Members will make themselves familiar with the Disciplinary Policy currently in force and effect.

### **Conflict of Interests**

Members are required to note the Conflict of Interests policy and to ensure that any potential conflicts of interests are raised with an appropriate member of staff as soon as it becomes known that a conflict may or have arisen

### **Breach of Code of Conduct Policy**

Any breach of the abovementioned Policy will be dealt with in accordance of the procedures of the Model Rules for Incorporated Bodies, and the PIGC Constitution.

### **ASSOCIATED POLICIES / DOCUMENTS:**

1. Zero Tolerance Policy
2. Harassment Policy & Procedures
3. Complaints Policy
4. Model Rules for Incorporated Bodies
5. PIGC Constitution