

CODE OF CONDUCT

This code of conduct outlines the qualities Queenscliff Music Festival Inc expects its Board members, employees and volunteers to demonstrate and serves as a set of principles to guide decision-making and other activities.

We show respect for people

We uphold the QMF Inc core values by:

- treating each other, our colleagues, our volunteers and any others with whom we deal, in a fair and respectful manner at all times.
- being inclusive and celebrating diversity.
- being sensitive to the interests and welfare of others, acting in line with QMF Inc's policies.

We are professional in our behaviour

We:

- perform our roles and responsibilities with integrity and transparency, promptly and fully declaring all potential or actual conflicts of interest and being objective and dependable in our decision making.
- use and manage QMF Inc's resources in a responsible and accountable manner.
- do not represent our personal opinions, in any forum, as those of the QMF Inc Board or organisation, without prior agreement.
- do not disclose, or make use of confidential information received in the course of exercising our duties or take improper advantage of our position.
- aim to promote and grow QMF Inc's reputation and do not engage in conduct likely to bring discredit upon the organisation, including being impaired by alcohol or illegal drugs while performing our duties or representing the organisation at events.

QUEENSCLIFF *Music Festival*

We demonstrate leadership

We:

- lead by example and hold each other to account where behaviours or the execution of duties are not consistent with this code of conduct, other organisational policies or relevant legislation.
- ensure that communication with, and any requests made to employees, are reasonable and done so in consultation with the appropriate line manager.
- seek opportunities for continuous improvement and promote high standards of administration and governance.