



# Code of Conduct

**This Code of Conduct is issued by the WWI committee, is binding on all members and is a condition of using the club rooms and equipment.**

17<sup>th</sup> October 2024



# Waverley Woodworkers Code of Conduct

This Code of Conduct outlines the standards of behaviour expected from all members of Waverley Woodworkers to ensure a safe, respectful, and inclusive environment for everyone. All members, volunteers, and visitors are required to follow these guidelines while on club premises or participating in any club activities.

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## 1. Respect for the law

- Our Club's workshop is located on City of Monash council property and is subject to council's bylaws and regulations
- WWI members are required to comply with the statutes and regulations of the City of Monash and the rules of Waverley Woodworkers Inc.

## 2. Safety First

Safety is the top priority in all woodworking activities. Members must:

- Adhere to all safety guidelines and procedures set by the club.
- Use personal protective equipment (PPE) such as safety glasses, hearing protection, and dust masks when required.
- Report any malfunctioning equipment or hazards immediately.
- Ensure machinery is used correctly and responsibly.
- Never use tools or equipment without proper training and supervision.
- Keep the workshop clean, organized, and free of hazards to prevent accidents.
- Be aware of first aid equipment and emergency procedures in case of accidents.
- Avoid the use of alcohol, drugs, or any substance that may impair judgment or coordination while in the workshop, operating machinery or engaged in any club activity.

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## 3. Respectful and Inclusive Environment

The club aims to create a welcoming atmosphere where all individuals feel respected and valued.

Members must:

- Treat fellow members and visitors with courtesy and respect at all times.
- Avoid offensive, discriminatory, or abusive language or behaviour.
- Respect individual differences and be mindful of diverse cultural backgrounds and skill levels.
- Foster an environment of inclusivity, where all members, regardless of gender, race, age, or ability, feel encouraged and supported.
- Engage in constructive feedback when helping others improve their woodworking skills.

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## 4. Care and Respect for Equipment

The club provides equipment and tools for shared use. Members must:

- Treat all tools, machinery, and equipment with care and respect.

- Clean and store tools properly after use, ensuring they are ready for the next user.
  - Report any damage to tools or machinery immediately.
  - Refrain from using tools for purposes they are not designed for.
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## 5. Workshop Etiquette

To maintain a cooperative and efficient workshop environment, members must:

- Share workspaces and equipment fairly, allowing equal access for all members.
  - Not interfere with another member while they are working on a machine.
  - Minimize noise and disruption when working in shared spaces.
  - Communicate clearly when others are using tools nearby, to prevent accidents.
  - Respect time limits on machinery and workstations, especially during busy periods.
  - Clean up after themselves, ensuring their work area is tidy for the next member.
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## 6. Project Ownership and Club Property

Members should be mindful of the ownership of projects and club resources:

- Respect other members' projects and do not handle or use them without permission.
  - Label personal materials and store them properly in designated areas.
  - Do not use club materials or resources for personal use unless approved.
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## 7. Conflicts and Disputes

Disputes may arise, but they must be resolved in a constructive and respectful manner. Members must:

- Approach conflicts calmly and respectfully, seeking to resolve issues through discussion.
  - If conflicts cannot be resolved, bring the matter to the attention of the duty member or committee member.
  - Refrain from physical or verbal aggression under any circumstances.
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## 8. Health and Hygiene

Maintaining a clean and healthy workshop is important for everyone's well-being. Members must:

- Ensure proper ventilation is maintained when working with dust-producing machinery or toxic chemicals.
  - Dispose of waste materials properly, especially hazardous substances like solvents or adhesives.
  - Ensure all work areas are left clean and tidy after use.
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## 9. Compliance with Club Rules and Regulations

All members are expected to:

- Follow the rules, policies, and procedures set by the club.
  - Respect the decisions made by the committee or duty members regarding the operation of the club and use of resources.
  - Keep their membership dues up to date and adhere to club schedules for opening hours and events.
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## 10. Consequences of Violations

Violations of the Code of Conduct will be addressed promptly and fairly by the committee.

Possible actions include:

- Verbal or written warnings for minor violations.
- Temporary suspension of membership privileges for more serious offenses.
- Permanent revocation of membership for repeated or severe violations, including unsafe behaviour, disrespect towards others, or intentional damage to property.

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## **11. Acknowledgment**

By joining Waverley Woodworkers, all members agree to abide by this Code of Conduct. Failure to comply with the guidelines may result in disciplinary actions as outlined above.

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**This Code of Conduct is subject to review and update by the club committee.**

For any questions or concerns regarding this Code of Conduct, please contact a committee member in person or by email at [info@waverleywoodworkers.com](mailto:info@waverleywoodworkers.com)

This document has been approved by WWI Committee 17 October 2024