



AWS Code of Conduct

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1. Purpose and aims of the Albury Women's Shed

Albury Women's Shed ('AWS', 'the Shed') is a community-based, non-commercial organisation accessible to all women. It seeks to provide a safe, friendly, and healthy environment where women can work on meaningful projects at their own pace, in their own time, in the company of other women.

Albury Women's Shed aims to:

- Provide a supportive environment for women to gather, volunteer, work, teach, learn, and seek friendship with other like-minded women.
- Maintain an open-door policy and not reject any woman on the basis of race, sex, disability, religion, or age. However, special conditions, or participation restrictions may apply if:
 - There's a risk to the physical, emotional, or social safety of the member or other Shed users;
 - The member requires assistance from a carer (to be provided by the member);
 - The member, or other person, has, at any time, been prohibited from attending the facility or participating in Shed activities for any reason.
- Promote and maintain the mental, physical, social, emotional, and economic wellbeing of people in the community.
- Nurture and sustain a fruitful and positive relationship with the Thurgoona Men's Shed (TMS) that encourages the long-term sustainability and growth of both organisations.

2. Code of Conduct - purpose

The Code of Conduct reflects the core values of Albury Women's Shed by setting and maintaining standards of member conduct. It seeks to promote a diverse, welcoming, encouraging, and respectful environment for members and the broader Shed community.

3. Code of Conduct - scope

This Code of Conduct covers:

4. Member rights, responsibilities, and expected conduct.
5. Appropriate use of AWS and TMS facilities and equipment.
6. Potential outcomes for breaches of this Code.
7. Code of Conduct review process.

4. Member rights, responsibilities, and expected conduct

Every member has the right to:

- Feel welcome and safe (physically and psychologically) at the Shed.
- Be treated fairly and respectfully.
- Express views, ideas, or make suggestions without fear of ridicule or denigration.
- Have their achievements valued, recognised and acknowledged.
- Learn, teach, and volunteer.
- Be a member of a Shed that is valued by the community and stakeholders.



- Attend and participate in activities at the facility at designated AWS session times.

Every member has a responsibility to:

- Make all members, visitors, and other stakeholders feel welcome and safe (physically and psychologically).
- Treat other members, visitors, and stakeholders fairly and respectfully.
- Respect the right of members to express views, ideas, and make suggestions.
- Value, recognise and acknowledge achievements of other members, visitors, and stakeholders.
- Conduct themselves in a way that enhances and maintains positive relationships with the community and stakeholders.
- Act in the best interests of the Shed and not pursue personal agendas - think collectively, not individually.
- Only attend the facility at designated AWS session times (unless pre-arranged with the Committee or TMS).

Every member has a responsibility to not:

- Ridicule or denigrate the views, ideas, or suggestions of other members, visitors or stakeholders.
- Express views or display behaviours that may offend or insult other members, visitors, stakeholders, or the community.
- Behave or communicate in a hostile or aggressive manner towards other members, visitors, or stakeholders.
- Possess, consume, or be under the influence of alcohol or other drugs while at the Shed. Alcohol may be consumed on occasion with Committee approval (e.g. special occasions).
- Smoke inside buildings or within 4 metres of entrances or windows.
- Commit the Shed to projects or expenditure without approval from the Committee.
- Make decisions that should be made by the Committee, Subcommittees, TMS, or other individual(s) designated by the Committee to make decisions.
- Use AWS facilities or equipment to conduct a commercial operation.
- Use AWS facilities or equipment to manufacture or repair items for personal financial gain without prior Committee approval. A donation to cover costs may be requested.
- Attend the facility outside of designated AWS session times (unless pre-arranged with the Committee or TMS).

5. Appropriate use of AWS and TMS facilities and equipment

When using Shed facilities and equipment, members are expected to:

- Work safely in a manner that protects and promotes the health, safety, and well-being of themselves, AWS and TMS members, or visitors.
- Follow and abide by information provided in health and safety policies, guidelines, and procedures including orientation and induction materials, health and safety packs, other safety information, safety signage, safety information sessions, or workshops.
- Maintain currency and knowledge about AWS health and safety policies, guidelines, procedures, and information to ensure your safety and safety of all Shed users.

- Follow instructions given by the Operations Manager, Committee, Fire Warden(s), First Aiders, TMS volunteers, or visiting instructors.
- Follow all machine safety sheets, safe operating procedures, and use machine safety guards.
- Use appropriate safety and personal protective equipment.
- Adhere to clothing and footwear requirements outlined in OHS policies, procedures, guidelines, and induction and orientation information.
- Immediately tag out, and/or report to the Operations Manager or Committee, any equipment that is broken, faulty, or poses a safety risk (e.g. non-functioning/broken guards, missing/broken/faulty safety equipment).
- Respect the personal space of other members.
- Keep their work area tidy, free of hazards, and safe at all times.
- When leaving, or no later than 15 minutes before a session ends: clean up your workspace, machines, tools, benches and floor and return tools to their allocated space.
- Store projects in an appropriate place (e.g. storage boxes or container) and seek prior approval before storing large projects at the Shed.
- Report any accidents, or near misses, to the Operations Manager or Committee and complete required reporting forms and documentation.
- Properly use, respect, and care for tools, equipment, machines, facilities, or other AWS/TMS property.

When using Shed facilities and equipment, members must NOT:

- Use machines or equipment that have been tagged as 'out of use', 'out of order', or similar.
- Remove, borrow, or take items that belong to AWS or TMS for use outside of the facility.
- Use electric or power tools that are untested, broken, faulty, untagged within the facility including their own.
- Use AWS or TMS facilities or equipment in a careless, disrespectful, or unsafe manner.
- Store or leave projects on work benches or in the way of other facility users without approval.
- Work in any part of the facility (including outdoor areas), operate machines, tools, or other equipment without another person being present.
- Talk to, or distract other people while they are using machines, power tools, or equipment.

6. Potential outcomes of breaches of this Code

Member Breaches of the Code of Conduct will be handled using the AWS Grievance policy.

7. Review of this policy

The Code of Conduct to be reviewed by the Committee, or a sub-committee as decided by the Committee, as required.