

Appendix I

NRC Code of Conduct

1. Introduction

The Nepalese Recreational Club comprises general members, members of the executive and advisory board. It is expected that all the members of the executive board and the advisory board within the NRC family will behave towards one another with integrity, fairness, impartiality and compassion and that they will perform their duties as efficiently and consciously as possible.

This code of conduct establishes the standard of behaviour expected of NRC's executives, members and the advisors and is a guide to resolving ethical issues. While there is no set of rules capable of providing answers to all the ethical questions, which arise, a code provides a framework for appropriate conduct in a variety of context.

2. Personal Behaviour & Attitude

Executive members should strive to perform their duties allocated by the executive committee diligently, impartially, conscientiously and in a professional manner to the best of their ability.

3. Conflicts of Interest

Executive members should avoid any financial or other interest or undertaking that could directly or indirectly compromise the performance of their duties and responsibilities. Any financial or other interests should be only in the benefit of the entire organization rather than of an individual.

4. Public Comment and the Use of Official Information

While executive member, as a member of the club, has right to make public comment and to enter into public debate or political and social issues, there may be circumstances in which they should clearly indicate that their comments are being made in a private capacity and should NOT be attributed as an official comment of the organization.

Executive members have access to the NRC's official documents and information; they need to maintain confidentiality and privacy of that information in order to protect individuals concerned and to ensure the efficiency and effectiveness of the operation of the club.

In general executive, members should only disclose official information when required to do so by law, when the need arises as part of their normal duties, where they are called upon to give evidence in court or where the information has been officially approved for release.

5. Association with other organization

Considering the confidentiality and privacy of the organization, all the executive members are required to inform the executive committee about their involvement with any other similar Nepalese organizations in Australia. In cases where the executive member has already been a member of such

organizations, he/she must inform the executive committee in the next meeting.

6. Attendance and Punctuality

It is very important that all the executive members realise the importance of being punctual in all the meetings and functions organized by the organization.

In circumstances where the executive members are running late or cannot attend a meeting or a function, they are required to notify either the general secretary or the secretary well in advance.

If an executive member is not present in regular meetings without notifying the designated officers for two consecutive meetings, a warning will be sent to the member by the executive team. If he/she is absent for a third consecutive meeting, he/she will be automatically expelled from the executive committee with no further communication. Such executive member would then remain as a general member.

7. Commitment

Each executive member must be responsible and committed for the tasks and duties allocated to him/her by the executive committee meeting through mutual agreement between the member and the committee.

In a case where the executive member cannot perform the duty because of various circumstances, he/she should inform the executive committee via email or in the meeting without delay. The executive committee will then allocate the responsibility to another executive member.

8. Spirit of Volunteerism:

All Members of the club shall be directed by:

Inherent spirit of volunteerism. They shall not be paid any kind of salaries or allowances for the time they have devoted or for the works they have undertaken for the Club during the term of their office. They can, however, claim the reimbursement of the expenses incurred for official purpose.

9. Communication

All official communications of NRC with other organisations or external people must be made via the official email address of the organisation.

President, General Secretary and the Public Officer will be provided with an official email address of NRC which must be used at all times when communicating with external parties such as other Nepalese and non-Nepalese Community organisations, Australian Government Departments and Agencies, etc.

Formal contacts should not be made via personal or work email address.

The member's database of NRC must not be used by any members for their personal or business purpose.

7. Ethics:

Members shall act to achieve the objectives and interests of the Club. Any act against this shall be considered as unethical. Property and resources of the Club shall be used only for its official purposes. Private use of property and resources shall be considered unethical. Members shall refrain from any personal criticism (either in person or in writing) against other Members.

Conclusion

This code of conduct is a set of guidelines on ethical behaviour for all the members of Nepalese Recreational Club. Breaches of some aspects of this code may be raised in the meeting and result in disciplinary action against the member. The disciplinary action may be warning or expulsion from the committee. The decision to expel can be made only by a two-thirds majority of the executive committee members.

This code of conduct may be amended if need be by the executive committee at any time.

Appendix II

Nepalese Recreational Club's LOGO

