



## CODE OF CONDUCT

For the purpose of this Code of Conduct (the Code) the term “Member” means all members, their guests and employees of the Royal Papua Yacht Club (the “Club”).

On becoming a Member of Royal Papua Yacht Club or at the time of membership renewal, each Member shall be bound by the Club’s Code of Conduct, as it may be amended from time to time, and each Member shall be liable to bear the consequences of a breach of the Code. These consequences may include: -

- Suspension or termination from the Club and/or
- Legal proceedings – civil or criminal for conduct unlawful under Papua New Guinea law.

### **Key Principles**

Membership of Royal Papua Yacht Club is a privilege, not a right, and such privilege shall be safeguarded by the following principles:

Royal Papua Yacht Club seeks to operate in an environment where people show respect for others and their property. Respect is defined as consideration for the well-being of another’s body, emotions and possessions, to ensure no damage or deprivation is caused to any of them.

Royal Papua Yacht Club seeks to operate in an environment, which is free from harassment. Harassment is defined as any action directed at an individual or group, which creates a hostile, intimidating or offensive environment.

Royal Papua Yacht Club seeks to operate in a non-discriminatory environment. By this it is meant that every Member shall have an equal opportunity and shall receive fair treatment in accordance with PNG Law, as well as the RPYC Rules, By-Laws, policies and procedures.

### **Rules of Behaviour**

The Executive Committee, or approved Sub-Committee of the Executive Committee, shall have the power to reprimand, suspend or expel any member:

- Who infringes any Article, Regulation, Rule or By-Law of the Club, or
- Whose conduct in or out of the Club shall be in the opinion of the Executive Committee, unbecoming of a Club member, or prejudicial to the interests of the Club.

Furthermore a Member shall;

- Not discriminate against, abuse, harass, ridicule or embarrass any other Member.
- Be fair, considerate and honest in all dealings with others.
- Treat all persons with respect, dignity and properly regard their rights and obligations.
- Respect the privacy of other Members.
- Refrain from any form of victimization towards others.
- Do not use physical violence, or cause injury to another person.
- Not use offensive language to any Member, visitor attending the Club, affiliate sub-clubs, or any of their events.
- Not denigrate or intimidate other persons.
- Not engage in the excessive use of alcohol, acting in a way that becomes a public nuisance or creates a public disturbance is prohibited.
- Be subject to and respect the conditions under which the Club’s liquor permits have been issued.
- Not permit any persons under the age of eighteen for whom they are responsible to be served or receive alcohol.
- Obey lawful directions from a Club employee.
- Take responsibility for their guests at all times.
- Abide by the dress code of the Club.
- Not represent the Club in any dealings, unless authorised by the Club.
- Not tarnish the reputation of the Club, officers, committees, employees, management or bring it into disrepute.
- Not engage nor encourage or participate in the use of illegal drugs within the premises of Royal Papua Yacht Club.
- Not assault, or act with aggression toward any other person.

**The Club aims to set the highest standards of excellence by displaying values of:**

- Equality – demonstrate awareness of individual rights, opinions and beliefs.
- Demonstrate reliability and be a dependable Club Member in all aspects of the Club's environment.
- Respect and courtesy must be shown at all times to all Club officials, Members and patrons.
- No prejudicial behaviour is to occur.
- Display maturity and demonstrate acceptable social behaviour while at the Club or attending any of the Club's events.
- Abide by the rules of the Constitution and the By-Laws.
- Be mindful of your actions in relation to individual safety and safety of all others involved in the Club.
- Conduct themselves in a proper manner to the complete satisfaction of Royal Papua Yacht Club and its Members, so as not to bring themselves into public disrepute or censure.
- Not disclose to any unauthorized person or organization information that is of a confidential or privileged nature concerning Royal Papua Yacht Club.
- Not promote, or pass on, exchange or publish information whereby that information may be of a confidential, offensive, scandalous, unsubstantiated or derisive type.
- Understand the possible consequences of breaching Royal Papua Yacht Club's rules and regulations.

### **Children**

Parents and guardians at all times shall be responsible for the behaviour of their children on Club premises, including the marina, and parking areas. Parents and guardians of children whose behaviour is socially unacceptable shall be requested to remove them from Club's premises.

### **Compliance**

Any alleged breach of the abovementioned principles may be reported to the General Manager for action, however if an alleged breach comes to the attention of the General Manager, any member of staff or member of the Executive Committee, then that shall be sufficient cause to pursue action against the member. Employees should report the breach to their line manager, and then up to the General Manager. The General Manager may warn or initiate disciplinary action against the relevant Member. Any disciplinary action under the Code will be conducted in accordance with the Constitution and Laws of the Royal Papua Yacht Club. This Code does not guarantee to Members the conduct of other Members; the Club intends to use reasonable means to apply the Code.

This Code is to be read in conjunction with the Articles, Rules, Constitution and By-laws of the Club. Further the obligations of the Members under this Code are severable and in the event that any rule or principle of this Code is found to be unenforceable, it shall be severable and not affect in any manner the enforceability of any other rule or principle in this Code.

You are reminded that the purpose of this Code is to provide you with an enjoyable and safe environment, where you are able to enjoy being a Member of Royal Papua Yacht Club.

## **CORRESPONDENCE/CONFLICT RESOLUTION**

All members are encouraged to communicate any comments and/or concerns they have about the Club, to the General Manager. The General Manager is mandated to address those comments and/or concerns and is required to respond appropriately within five working days of the date the comments/concerns are made known. If an individual member wishes to communicate with the Commodore and/or a member of the Executive Committee, for any reason, he/she may do so in writing, or by email. Only correspondence from an individual member to the Commodore and/or a member of the Executive Committee will be accepted. The Commodore and/or a member of the Executive Committee will not respond to any correspondence from Club members presented in the form of a petition or registered mail. The issue may be addressed at an Executive Committee Meeting and appropriate action taken when deemed necessary. All communications will be treated equally, with confidence and without prejudice.

The General Committee and the member concerned shall be bound by the decision of the Show Cause Committee. No person or group of persons shall litigate or attempt to litigate in any Court, any matter of grievance arising from or in connection with any decision of the General Manager, Executive Committee or the Show Cause Committee.