



Code of Conduct & Social Media Use Policy

Amended – 7 June 2023

1.0 DEFINITION

- 1.1 A **code of conduct** is a set of rules outlining the social norms and rules and responsibilities of, or proper practices for, an individual, party or organisation. Related concepts include ethical, honour, moral codes and religious laws.

"Principles, values, standards, or rules of behaviour that guide the decisions, procedures and systems of an organisation in a way that (a) contributes to the welfare of its key stakeholders, and (b) respects the rights of all constituents affected by its operations."

From 2007 International Good Practice Guidance, "Defining and Developing an Effective Code of Conduct for Organisations", the International Federation of Accountants.

2.0 POLICY PURPOSE

- 2.1 This Policy is intended to provide members, exhibitors and volunteers of CATS NSW Inc with instructions on what is acceptable behaviour towards each other, and instructions on how to interact with social media, in a positive way so as not to offend or cause distress to others.
- 2.2 To also achieve CATS NSW Inc's objective of promoting the cat fancy and the welfare of all cats, their owners and fellow breeders in a positive way within the New South Wales community and the broader world stage.

- 3.0 GUIDELINES FOR COMMITTEE MEMBERS AND DELEGATES CONDUCT
- 3.1 CATS NSW INC is an incorporated body subject to corporate law and as such needs to be managed in an efficient, transparent and accountable manner on behalf of the affiliated clubs. As an elected member of the CATS NSW Executive or an affiliated club representative of the Committee of CATS NSW INC, you have taken on a responsibility to act at all times on behalf of the association.
- 3.2 You are a representative of CATS NSW INC and you have duties under common law which are:
- 3.2.1 to act honestly in the exercise of your powers and in the discharge of your responsibilities;
 - 3.2.2 to exercise a reasonable degree of care and diligence;
 - 3.2.3 to declare any conflicts of interest;
 - 3.2.4 to not make improper use of information acquired to gain advantage for yourself or others;
 - 3.2.5 to not make improper use of your position to gain an advantage for yourself or others or to cause detriment to the association;
 - 3.2.6 do not discuss matters outside of the meeting until and unless these have been publicized by the Secretary in the form of the meeting minutes, or expressly requested to do so by a CATS NSW meeting;
 - 3.2.7 if you wish to raise a matter, write to the Secretary prior to the meeting to have this put on the agenda;
 - 3.2.8 to have a good working knowledge of CATS NSW INC Constitution, Rules, Policies and Guidelines (if you do not have copies, ask the CATS NSW INC Secretary to send you copies, or go to the CATS NSW INC website www.catsnsw.com.au);
 - 3.2.9 to be aware of current legislation including but not limited to the Companion Animals Act 1998 and the Companion Animals Regulation 2008 and also of Local Government Regulations;
 - 3.2.10 to show respect for other members – inside & outside of meetings;
 - 3.2.11 to be a good ambassador – courteous, respectful, and encouraging;
and
 - 3.2.12 to not send bulk emails and beware of 'Reply All' in a response– these are often misconstrued & can be a significant cause of ill feeling.

4.0 GUIDELINES FOR CATS NSW MEMBERS CONDUCT

4.1 To be an active and effective member, you must:

- 4.1.1 have a good working knowledge of CATS NSW INC Constitution, Rules, Policies and Guidelines (if you do not have copies, ask the CATS NSW INC Secretary to send you copies, or go to the CATS NSW INC website;
- 4.1.2 be aware of current NSW legislation including but not limited to, the Companion Animals Act 1998 and the Companion Animals Regulation 2008 and of Local Government Regulations;
- 4.1.3 show respect for other members – inside & outside of meetings and at all CATS NSW INC events;
- 4.1.4 actively promote CATS NSW INC;
- 4.1.5 be a good ambassador – courteous, respectful, and encouraging;
- 4.1.6 not send bulk emails and beware of 'Reply All' in a response– these are often misconstrued & can be a significant cause of ill feeling;
- 4.1.7 not engage in conduct which is dishonest, malicious, vexatious, or scandalous;
- 4.1.8 not engage in conduct discreditable to any member; and
- 4.1.9 not engage in conduct which could be perceived as prejudicial or injurious to any member.

Exhibitor Conduct at CATS NSW Shows

4.2 All Exhibitors must:

- 4.2.1 have a working knowledge of the CATS NSW show rules;
- 4.2.2 show respect for officials, other exhibitors and visitors at the show;
- 4.2.3 be a good ambassador for the cat fancy – courteous, respectful and encouraging;
- 4.2.4 not engage in conduct which is dishonest, malicious, vexatious or scandalous; and
- 4.2.5 not engage in conduct which could be perceived as prejudicial or injurious to any exhibitor or official

5.0 SOCIAL MEDIA USE POLICY

5.1 DEFINITION

'Social Media' is online media that allows for interaction and/or participation. It is any conversation or activity that occurs online where people can share information about, or that might impact on CATS NSW Inc., its affiliated clubs, or members of any affiliated bodies who use our services or participate in the events run by our organisation or any of our affiliated bodies.

Social media provides an excellent opportunity for people to gather in online communities of shared interest, to share knowledge, celebrate success and to learn about the cat fancy. CATS NSW INC sees social media as an important tool of engagement.

It includes, but is not limited to:

- Social networking sites – for example Facebook, Twitter, MySpace, Bebo, Friendster, Pinterest, LinkedIn;
- Video and photo sharing websites and applications – for example Flickr, Instagram, YouTube, Tumblr;
- Blogs, including corporate blogs and personal blogs – for example SharePoint;
- Blogs hosted by media outlets – for example comments or 'your say' feature;
- Micro-blogging – for example Twitter;
- Wiki's and online collaborations – for example Wikipedia;
- Forums, discussion boards and groups – for example Google Groups, Yahoo Groups, Facebook Groups, Whirlpool; and
- VOD and podcasting – for example SoundCloud.

5.2 Whenever CATS NSW Inc. affiliated clubs, members, volunteers and exhibitors are interacting on Social Media, whether in an official or personal capacity, the following guiding principles must be followed at all times in any interaction concerning the feline community:

- 5.2.1 They must act in a way which falls within the community expectations of good and appropriate manners;
- 5.2.2 They must be polite and respectful to CATS NSW Inc., its affiliated clubs, members, exhibitors, stewards, card room and other volunteers including judges;

- 5.2.3 They must not criticise, disparage or make derogatory or negative comments about CATS NSW Inc., members or affiliated clubs, or any domestic or international judges, either expressly or implicitly;
- 5.2.4 They must respond to others' opinions respectfully and professionally;
- 5.2.5 They must not harass, bully or intimidate, nor will they create a perception of harassment, bullying or intimidation towards any person or organization;
- 5.2.6 They must not make negative or adverse comments about any person regarding the exhibits of another exhibitor or member of CATS NSW Inc or any of its affiliates, or create such comment that would be perceived as being derogatory or negative against exhibits of another member or exhibitor of CATS NSW Inc or any of its affiliates;
- 5.2.7 They must not utilise abusive, profane, obscene or sexually explicit language or material;
- 5.2.8 They must obtain written permission from the CATS NSW Inc before posting any content on any Social Media platform or using any I.T. service to make statements or comments on behalf of the CATS NSW Inc or otherwise which may be construed to be attributed to the CATS NSW Inc or using the CATS NSW Inc logo;
- 5.2.9 They need to adhere to the Terms of Use, and seek to conform to the cultural and behavioural norms, of the social media platform being used;
- 5.2.10 They need to respect copyright, privacy, financial disclosure and other applicable laws when publishing on social media platforms;
- 5.2.11 They must obtain written permission from any registered breeder or exhibitor of the CATS NSW or any judge whose photo or video they plan to publish on social media. Request and permission may be via email; and**
- 5.2.12 No photos, videos, or results shall be posted until the conclusion of any show.**

6.0 CONSEQUENCES OF NON-COMPLIANCE

Reporting of Non-Compliance – Complaint Procedure.

- 6.1 CATS NSW Inc has a formal Complaints Procedure which must be followed in relation to the reporting of any breach of its Code of conduct Policy, or misuse of I.T. services or Social Media or any other unacceptable conduct.
- 6.2 The applicable Rules dealing with CATS NSW Inc Complaints Procedure must be followed, including the payment of the required complaint fee. Any queries regarding the complaints procedures or investigative powers can be directed to the secretary of the CATS NSW Inc or found in CATS NSW Inc. Rules.

Policy for Non-Compliance Consequences.

- 6.3 Mis-use of Social Media can have serious consequences for the CATS NSW Inc, its volunteers and registered breeders and members of affiliate clubs. All reports of mis-use of any I.T. service or Social Media by CATS NSW Inc members will be investigated.
- 6.4 If you have been found to not comply with the Policy, disciplinary action will be taken. Disciplinary action may include but not be limited to:
- 6.4.1 Referral of the matter to a CATS NSW Inc committee meeting for discussion;
 - 6.4.2 A formal complaint accepted by and lodged with CATS NSW Inc., and which will be handled by CATS NSW Inc's formal complaints procedure;
 - 6.4.3 The information being provided to the New South Wales Police Service;
 - 6.4.4 Issuing a formal warning to the perpetrator;
 - 6.4.5 Possible expulsion or suspension of membership from CATS NSW Inc