

**Scotland Island Residents' Association  
Incorporated (SIRA)**



**DRAFT CODE OF CONDUCT  
SIRA COMMITTEE, SUBCOMMITTEES AND  
WORKING GROUPS**

**STANDARDS:**

In meetings and in written communication Committee Members will:

- Use respectful language and behaviour at meetings
- Use a collegial and positive tone in written communications
- Not disclose information marked confidential
- Disclose all potential conflicts of interest
- Respect decisions made by the Committee
- Act with honesty and integrity

**MONITORING OF STANDARDS:**

- A Committee member will be appointed as to monitor the tone and conduct at meetings
- For written communication the Committee will appoint as a Code of Conduct Monitor (CCM) either:
  - A Committee member by unanimous vote, or
  - A non-committee member by majority vote

**IDENTIFYING AND MANAGING BREACHES:**

- The Committee meeting monitor will interrupt and ask those who are speaking rudely to desist
- Alleged breaches in written communication will be sent to the CCM who will determine if a breach has occurred, and if it is minor, moderate or significant

**CONSEQUENCES:**

- Mild: Verbal apology to the person or persons concerned
- Moderate: Written apology to the person or persons concerned
- Significant: Written apology to the person or persons concerned and to the whole Committee
- Repeat Offending: Committee meets to determine an appropriate penalty, including temporary suspension from Committee meetings

**OTHER RELEVANT POLICIES**

- Grievance and Complaints Policy (to be developed as at May 2016)
- SIRAC Meeting Procedures
- Email Code of Conduct (under review – May 2016)