

## CODE OF CONDUCT



### Purpose of Bootle tool shed

- To provide a venue for men to talk and connect with others while participating in group or individual projects.
- To provide opportunities for friendship and socialising in a safe environment while at the same time providing the space, expertise and facilities for men to pursue hobbies, crafts and other creative activities.
- To undertake projects, acceptable to the group, which are of benefit to individuals, other groups and the broader community.

To achieve this, we will:

- Maintain an open-door policy and will not reject any person on the basis of race, sex, disability, religion or age, though some conditions may apply.
- Certain restrictions may be placed on participation for physical safety reasons or if a participant needs the assistance of a carer (which must be provided by the participant).
- Provide a safe physical environment
- Provide a safe and supportive social environment
- Provide referrals to other services or agencies when appropriate or requested
- Respect the rights and decisions of participants
- Respect the confidentiality and privacy of participant

### THE WORK ENVIRONMENT IN “THE SHED”:

- We will not tolerate abuse, violence, anti-social behaviour or infringements of the rights of others - persons indulging in this type of behaviour will be asked to leave the Shed.
- Neither Alcohol nor drugs are allowed in the Shed - Any person arriving at the Shed obviously suffering from alcohol or drugs, will be invited to leave immediately and return when sober.
- Participants are expected to conduct themselves in a courteous manner towards Duty Managers, Management Committee members, key holders and other users of “The Shed” - this includes being considerate of other persons need for space, tools, materials and equipment.
- Each and all of the members will be responsible for implementing health and safety requirements and ensuring they are adhered to at all times. Each member is responsible for the safety of his fellow members. Everyone is a safety officer. Fortunately, it mostly calls for care and common sense. See attached the Health & Safety Policy for Bootle tool Shed.
- We will share learning, celebrate success and acknowledge and recognise participants.
- Have respect and consideration for life outside the shed.

### GENERAL SHED RULES

- Always clean equipment after use and return tools to the appropriate place.
- Always ensure tools and equipment are in safe working order
- If a fault is noticed, you must immediately notify the Shed Duty Manager.
- Ensure your immediate work area is free of obstructions and your operations shall not interfere with other shed activities.

### CODE OF PRACTICE

- “The Shed” resources are for “collective profit” not for personal profit.
- Programs and activities need to be suitable to the aims and objectives of the project.
- To commence a community or major project, a brief written proposal needs to be submitted to the “The Shed” Committee who will assess the proposals for suitability.
- No projects are to compete unfairly with local business
- The Shed identifies that it is necessary to make a profit from events and some projects and activities to ensure future financial viability.