

QDN Members Code of Conduct



Background

QDN is a member organisation with the over-arching motto of “Nothing about us, without us”. Members are central to the achievement of the QDN vision: people with disability are active and valued citizens of Queensland

Members undertaking duties on behalf of QDN are expected to adhere to QDN’s code of conduct. This could be as a network member, regional facilitator, hot topics convener, local support group convenor or peer facilitator.

QDN recognises the contribution member allies, who support QDN's vision, mission, values and priorities, can make to the organisation by:

- networking to gain and share information on priority issues;
- joining and supporting campaigns and coalitions;
- co-sponsoring workshops and projects.

The principals of social justice (access, equity, participation and rights) underpin practice of staff and management at QDN.

QDN Rights and Responsibilities

- QDN will keep accurate, up to date records of membership;
- All members will receive an announcement of the Annual General Meeting;
- QDN will prepare an annual report;
- Office staff will keep members informed of issues via monthly newsletter;
- QDN will invite regular member feedback into key policy areas (e.g. housing, transport, NDIS);
- QDN has a responsibility to ensure the general physical and psychological safety of members when attending QDN events or activities;
- QDN members can apply for sponsorship for a number of different things to help increase people’s participation in policy and member activities which includes transport, attendance at event etc. This is determined based upon individual need and available budget resources;
- People representing QDN **will be reimbursed** for any **reasonable** out of pocket expenses agreed to prior to incurring expense;
- QDN Board of Directors has the right to revoke membership if a member breaches their obligations;
- To respond to member complaints fairly, promptly and without retribution;
- Member information will be kept confidential;
- The views of the network members should be taken into account in the planning and evaluation of the service;
- Staff and management will at all times act fairly, in good faith and without bias or prejudice;
- QDN will provide a process of induction for members involved in representing the organisation. The process for induction will be determined by the individual needs of the members. Induction will include an introduction to the QDN vision, mission and values to ensure member and QDN alignment.

Member Rights

- Members have a right to respect for their human worth and dignity including respect for the contributions they make within QDN;
- Members have a right to information about QDN policies and procedures;
- Members have the right to complain about the organisation's activities;
- Members have a right to be made aware of the organisational standards they can expect which will include principles of well-planned, effective and accountable management.

Member Responsibilities

Behaviour:

- Behave honestly and with integrity;
- Support new members and encourage people to join QDN;
- Follow the guidelines of QDN's social and online media policy when communicating via social media and online;
- Follow QDN's media policy with regards to communication with the Media;
- Show respect for all people equally and respect the rights and dignity of people;
- Ensure communication about QDN and other organisations is respectful and does not defame or prejudice them;
- Work collaboratively with other members and QDN;
- Contribute actively to the mission, vision and values of QDN;
- Present and dress in an appropriate manner.

Avoid conflicts of interest:

- declare any conflicts of interest or the potential for conflict of interest;
- stand aside when a conflict of interest exists or maybe perceived;
- when representing QDN in a particular role, it is not appropriate or ethical to do things to promote self, businesses or organisations which would bring you a personal gain, eg income, more customers, etc.

Confidentiality

- Protect confidential information that is shared with you in your role;
- Keep the privacy of members and participants;
- Ensure that you do not publically name people or share their information without their permission.

Other Matters

QDN believes that it is very important that all people representing the Network are committed to promoting and protecting the positive image of people with disability. Refer to Shared Whole of Organisation Policies section for more information. There is a recognition that from time to time some members may not agree with the direction that the board is taking, however, the appropriate forum for raising concerns is not the community. Due to the importance of the work of QDN as a collective the public airing of concerns should be considered for impact on public image on the organisation and the good work it aspires to achieve.