



ZONTA DISTRICT 23 - CODE OF CONDUCT

Document control

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INTRODUCTION

A code of conduct serves as a compass for community-based organisations, providing direction and setting expectations for all individuals within it, many of whom are volunteers. It outlines the shared values, principles, and standards that guide decision-making and behaviour. By establishing a code of conduct, a community organisation can foster a culture of trust, integrity, and accountability.

In Zonta International our organisation is governed at the highest level by its Mission, Vision, International Bylaws and Rules of Procedure. The Zonta International Board approves policies and guidelines on a range of matters, and these are accessible on www.zonta.org. However, these tend to provide high level direction and should be supported by more detailed District policies and guidelines.

This document outlines the District 23's expectation of member behaviour. It is designed for clubs to adopt as its club code of conduct; however, clubs may make additions that account for any specific requirements of that club, provided they are consistent with Zonta International's policies and guidelines.

In the course of discussion about a range of issues at club level, members are encouraged to engage and exchange ideas in a positive and collaborative manner. The contest of differing opinions is healthy as debate can bring about a consensus and generate new understandings, provided it is done in a respectful and courteous manner.

The underlying ethos of Zonta International is to build a better world for women and girls both locally and globally. The behavioural expectations outlined in this document applies to all internal Zonta activities as well as those occasions when liaising and collaborating with external individuals and groups.

To achieve this outcome all members in District 23 are to comply with the following Code of Conduct. Club Boards have a role to play to ensure promotion of and adherence to this Code.

THE CODE

Behaviour

Treat all persons fairly and not offend or cause embarrassment to any other person.

Do not bully or harass any member of Zonta.

Commitment to the Mission

Demonstrate through behaviour a commitment to Zonta International's vision and mission.

Collaboration and Support

Foster a spirit of cooperation, collaboration and teamwork within clubs and when working with others to achieve Zonta's mission.

Communication

Support an environment where all members have the right to be heard, and all views respected.

Use constructive and non-judgmental language when discussing issues.

When communicating externally, including social media, refrain from using language or images that are inconsistent with Zonta guidelines.

Do not speak on behalf of the club unless a member has the expressed permission of the club board/President.

Integrity and Accountability

Act with honesty, transparency and maintain high ethical standards at all times, ensuring compliance with Zonta International and District 23 policies and procedures.

Do not bring the name of Zonta International into disrepute.

Conflict Resolution

Behave in a manner that avoids conflict.

Comply with the Zonta District 23 Code of Conduct.

Confidentiality

Respect privacy and confidentiality of Zonta International and its membership as well as other organisations who partner in the delivery of Zonta service.

Do not use or disclose sensitive information without consent.

Conflict of Interest

Declare a conflict where members have an interest if they are involved in a particular matter in another capacity.