

# Code of Conduct

## Ipswich Historical Society Incorporated



### Respect and consideration

All people are to be treated with respect and consideration at all times.

The Society is an inclusive organisation that strives to provide ease of access for people with physical disabilities and to provide information in formats relevant to people from various age groups and backgrounds.

Community workers required to undertake work at Cooneana Heritage Centre will never be asked to explain how this came about. They will undertake given tasks to the best of their ability and will be acknowledged for successful outcomes.

Community workers who do not comply with this Code of Conduct will be asked to leave the site. The organisation that arranges their work will be notified that the person is no longer to be allocated to the Society.

### Purpose

The purpose of the Ipswich Historical Society is to interest people in the history of Ipswich with emphasis on the life and times of local pioneers, through the collection and display of artefacts that illustrate the social, cultural and industrial history of the Ipswich region.

Research into aspects of the social, cultural and industrial history of the region is published in various formats to further develop audience involvement and understanding of the development of Ipswich and surrounds.

To achieve this purpose, members, volunteers and workers engaged from time to time on tasks at Cooneana Heritage Centre ensure their words and actions demonstrate the highest standards of ethical, lawful, respectful and considerate behaviour to those with whom they come into contact.

## **Ethical engagement**

When offered donations for the collection the receiving member will:

- request background information about the artefact
- request the donor to complete the donation form
- handle the artefact with care
- explain that all donations are evaluated in terms of how they add to the collection
- offer to return the artefact to the donor should it not be required within the collection.

Donated artefacts that require preservation will be given appropriate treatment either by members with skills in the field or by experts contracted to undertake the work.

When researching aspects of Ipswich history and publishing stories or photographs, members will always include copyright notices and truthful attributions of ownership for the materials used.

## **Lawful interaction**

Members acting on behalf of the Society in financial or contractual transactions will fulfil all legal requirements of such transactions to ensure the Society maintains a lawful, respectable reputation.

Assets of the society will not be taken, given away or removed for any purpose other than as directed by the Executive Committee. Donations not required for the collection will be returned to the donor whenever possible.

Workers undertaking required tasks at Cooneana Heritage Centre will be given reasonable, lawful directions. Their health and safety will be a significant concern of supervisors who will fully comply with the requirements of the Society's agreement with the workers' source organisation.

Visitors will be invited to contribute a gold coin towards the work of the Society, without being made to feel pressured.

Displays and exhibits will be arranged and equipment maintained to ensure, as far as is reasonably possible, the health and safety of all.