

## 1. THE ROLE OF THE HTCC

The Hindu Temple and Cultural Centre of the ACT (HTCC) is a religious and cultural organisation. Our decisions and actions must be shaped by the core values we all share. These values are the foundation of the way we work. They are: respect, trust, openness, fairness and teamwork.

In keeping with the above, the HTCC has developed a Code of Conduct which sets out the standards of behaviour expected of its members.

## 2. THE CODE OF CONDUCT IN GENERAL

HTCC members must be familiar with, and observe the standards contained in the HTCC's Code of Conduct which is designed to:

- provide them with guidance about the standards of behaviour expected of them while on the HTCC premises
- inform the public about the standards of behaviour they can expect from members when dealing with the HTCC.

### 2.1. Principles behind the Code of Conduct

The Code of Conduct is based on the following principles which require that all members should:

1. Perform their duties with professionalism, objectivity, honesty, integrity and compassion, and in the best interests of the HTCC.
2. Show respect for all persons (fellow members and members of the public) and their rights.
3. Observe fairness and equity in all dealings with stakeholders and members of the HTCC and the public.
4. Avoid real or perceived conflicts of interest.
5. Ensure the proper use of information relating to the HTCC.
6. Maintain proper standards of confidentiality when considering making public comment.
7. Adhere to certain dress standards when visiting the temple.
8. Ensure the efficient and effective use of HTCC resources.

### 2.2 Using the Code of Conduct

The Code of Conduct is simply a guide and should be used as such. It cannot address all the possible ethical challenges that members may face.

### 3. PERSONAL BEHAVIOUR AND CONDUCT

The following sets out the behaviour expected of all members of the HTCC community while on the premises or representing the HTCC elsewhere in any capacity.

All members should ensure their behaviour and performance is appropriate when they are on the HTCC premises.

#### 3.1 Respect for the rights, dignity and views of others

All members should:

- treat fellow members of the community with dignity and respect
- be tolerant of the views held by others which are different from their own
- ensure that their conduct is not discriminatory or harassing to members of the Community,

Examples of unacceptable conduct are:

- offensive, abusive, belittling or threatening behaviour directed at an individual or group

#### 3.2 Dress

In keeping with the sanctity of the temple, devotees or members visiting the temple should be suitably and respectably attired.

Footwear should not be worn in the temple building, including the kitchen.

### 4. USE OF HTCC RESOURCES

In general, HTCC's resources should only be used for the purposes for which they were provided and intended. Members should therefore ensure that resources, funds or equipment entrusted to them are used effectively and economically, and for their proper purposes and are appropriately accounted for.

## 5. The President and Members of the HTCC Executive

The President and the Executive Committee constitute a leadership team within the HTCC and the community should be able to rely on the Committee to confront and resolve issues of management and governance.

The President is expected to show professionalism, competence, effectiveness, the ability to plan, and to be able to connect with people at all levels. As well, he/she is expected to manage often limited resources. Of primary importance is their respect for and adherence to an agreed code of practice.

In adhering to a code of practice the President will:

1. Provide leadership to the organisation while still recognising the contribution of others
2. Along with the committee, formulate and communicate the vision, values and long term plans of the organisation
3. Act within the powers delegated to him/her by the Constitution of the HTCC.
4. Be accountable to the Committee and the community for his/her decisions and performance.
5. Conduct themselves in a manner that will not damage or weaken the reputation of the organisation.

Members of the Executive Committee will:

1. Act professionally at all times and not seek personal gain from any decision or any relationship with the organisation.
2. Not place him/herself under any obligation, financial or otherwise, to outside individuals or organisations that might influence him/her in the performance of their duties
3. Ensure that gifts or donations offered to the HTCC remain the property of the HTCC and are used for the benefit of the HTCC.
4. Only use corporate funds and claim expenses when it is in line with HTCC policy and, all expenses must be accurate and accountable
5. Seek to balance, represent and when necessary, arbitrate between the various interests of the organisation's stakeholders
6. Ensure that all stakeholders have an opportunity through appropriate means, to express their views and opinions about policies and direction of the organisation
7. Ensure stakeholders and fellow committee members are treated with courtesy and respect.
8. Ensure that proper, true and relevant reporting is provided to their members, funding organisations, users and other stakeholders.
9. If necessary, put the organisation's objects and needs before the needs of any one group of stakeholders.