

Port People Incorporated Code of Conduct

Members of Port People Inc are expected to:

- treat all others with respect, regardless of whether in agreement or not. This applies to 'in person' communications and via other forms of communication.
- demonstrate mutual respect and willingness to work together.
- demonstrate a shared commitment to the agreed issues/objectives of Port People Inc.
- undertake open, honest and direct communication and information sharing.
- promote collective decision making.
- be non-discriminatory and show respect for differences including: individuals, associations, agencies, race, age, gender, culture, sexuality, religion and politics.
- be consultative.
- any concerns about conduct within or actions by the group should first be directed to the Chair for consideration. If the concern relates to the Chair, then the concern must be directed to the Deputy Chair for appropriate action.

In addition, Committee members will:

- attend meetings.
- actively participate in the meetings and business.
- participate in decision-making.
- read minutes and other information distributed.
- contribute to the business of Port People Inc through participation in working groups/sub-committees where possible.
- be supporters and champions of Port People Inc and contribute to the aims and objectives of Port People Inc in other appropriate ways.

Note: The duties and responsibilities of Committee members are set out in the Articles of Incorporation of Port People Inc.

Correspondence Protocols

- To ensure consistency of message, all newsletters, confirmed minutes and submissions must be approved by the President
- To ensure privacy, emails should be sent directly between relevant individuals- "broadcast" and "reply all" should be used only for information of general interest to PPI members, not for personal opinions or personal discussions. This will also ensure that members are not inundated with irrelevant emails.