



# DWMA County Court Observation

## PARTICIPATION AGREEMENT AND CODE OF CONDUCT



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## 1 Introduction

- (a) The following terms and conditions apply to a participant (Participant) in the 2018 DWMA County Court Observation Program (Program) and extends to activities that take place in the course of the Program.
- (b) The Participant must:
  - (i) review and consider the contents of this document; and
  - (ii) acknowledge confirmation and understanding of the matters contained in this document by returning an executed copy to the Program Manager.
- (c) Nothing in this document constitutes a relationship of employment, principal and agent or partnership between DWMA and the Participant.

## 2 Terms and conditions of participation in the Program

### 2.1 Time commitment

- (a) The Participant understands and agrees to the Program attendance and participation requirements.
- (b) The Participant understands and agrees that if their circumstances change and they can no longer commit to the Program, the Participant will at first instance, inform the DWMA Program Manager in a timely fashion as soon as possible after becoming aware of their circumstances.
- (c) The Participant and the Program Manager will discuss the matter and reach agreement on the Participant's participation in the Program.

### 2.2 Conduct and compliance

- (a) A Participant who forms a friendship and socialises with other Participants will at all times act in an appropriate and professional manner towards other Participants.
- (b) The Participant will not under any circumstances attempt to sell products or services to other Participants or gain a financial interest or profit from their participation in the Program.
- (c) The Participant agrees that in the course of their Participation in the Program, there will be no bullying, harassment, abuse or misconduct on the part of the Participant and that failure to abide by this also will result in immediate termination from the Program and further action, if DWMA or the Participant deems it appropriate.
- (d) Participants are obliged to avoid engaging in any conduct towards other Participants that is unprofessional or inappropriate. Whether certain conduct is professional and appropriate in the circumstances is a question of judgment taking into account all the relevant circumstances.

### 2.3 Privacy

- (a) Your privacy is very important to us.
- (b) We may collect personal information from you in the course of your participation in the Program.
- (c) The purpose for which we collect personal information is to facilitate internal communication and the delivery of the Program.
- (d) We customarily disclose personal information only to our service providers who assist us in operating the website. We will only disclose personal information to an unrelated third party with your consent. National Privacy Principle 6 of the Australian Privacy Act 1998 (Cth) allows you to get access to, and correct, the personal information we hold about you in certain

circumstances. If you would like to obtain such access, please contact us on the details set out above.

- (e) We may also take photographs of Participants in the course of the Program for marketing and promotional purposes. The purpose of capturing photographs is to promote and market the Program and the involvement of Participants to our stakeholders. If you have any objection with having your photograph taken during the Program and/or do not wish for it to be used in any promotional material or for marketing purposes by DWMA, please inform the Program Manager at the time of executing this document.

## 2.4 Harassment, bullying and victimisation

- (a) It is the Participant's right to be treated with dignity and respect, and it is the Participant's responsibility to treat others the same way.
- (b) DWMA is committed to fostering an environment free of all forms of harassment, bullying and victimisation, as prescribed by Commonwealth and state legislation.
- (c) DWMA is committed to meeting its legislative obligations relating to harassment, bullying and victimisation, and will take all reasonable, practicable steps to provide and maintain an environment free from these behaviours and behaviours and actions that may victimise or vilify.
- (d) All complaints will be treated confidentially, seriously and sympathetically. No Participant will be penalised or disadvantaged as a result of raising any genuine concern or complaint.
- (e) An internal grievance resolution process assists Participants to raise issues of concern. If you think you are being harassed or bullied or both in the course of the Program, you should not ignore the conduct, hoping it will go away. If you can, you should speak to the person responsible for the conduct and ask that person to stop.
- (f) If you do not feel that you can do this, or it doesn't work, you should talk to a member of the Executive Sub-Committee (ESC) at first instance. The ESC member may be contacted at any time to discuss any complaint or enquiry. You may approach him/her for general advice or to discuss any issue.

## 2.5 Discrimination

- (a) DWMA is committed to fostering an environment free of all forms of discrimination. It is a Participant's right to be treated with dignity and respect and it is also the Participant's responsibility to treat others the same way.
- (b) Discrimination occurs when a person is treated less favourably than another person as a result of that person's individual characteristics, or because that person belongs to a particular group. Discrimination can be either direct or indirect.
- (c) DWMA aims to resolve all complaints about discrimination which may arise. DWMA can only do this if Participants inform them about their complaints. DWMA aims to treat all complaints about discrimination seriously, quickly and as confidentially as is reasonably possible.
- (d) If you think you are being unlawfully discriminated against, you should not ignore the conduct, hoping it will go away. If you can, you should speak to the person responsible for the conduct and ask that person to stop.
- (e) If you do not feel that you can do this, or it doesn't work, you should talk to a member of the Executive Sub-Committee (ESC). The ESC member may be contacted at any time to discuss any complaint or enquiry. You may approach them for general advice or to discuss any issue.

- (f) Participants will not be disadvantaged or victimised for making a complaint.

## 2.6 Social media

- (a) DWMA respects the right of Participants, as private citizens, to engage in public debate on political and social issues, whether on the radio, the internet, in newspapers or on television.
- (b) At the same time, DWMA expects all of its Participants to fulfil their obligations and uphold the expected level of professional conduct and ethical behaviour when using social media. It is critical that Participants exhibit a high standard of professional conduct, in order to maintain public confidence in DWMA's goals and objectives.
- (c) In engaging in public debate on political and social issues, whether on the radio, the internet, in newspapers, on the television or social media sites, Participants should not: (i) make comment as a representative of DWMA unless authorised to do so; or (ii) make comment, regardless of the connection with the Program, that amounts to criticism sufficiently strong or persistent to give rise to a public perception that a Participant is not prepared to implement or administer the policies of DWMA as they relate to his or her duties.

## 2.7 Confidentiality

- (a) Participants must not to divulge or discuss any confidential or personal information obtained as a Participant in the course the Program. This includes information regarding DWMA's operations, business, financial position, security, or activities.
- (b) Participants are not to identify any other Participant or DWMA member, or publish personal details or images about another Participant without his or her permission.
- (c) Participants may be bound by additional obligations of confidentiality as required by the body, organisation or authority responsible for convening the Program from time to time.

## 2.8 Contact persons

- (a) Your contact person at DWMA will be the Program Manager, Rabiah Khawaja (info@dwma.org.au)
- (b) The Executive Sub-Committee (ESC) can be contacted at 0402816690 (Uthra)

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