

اتحادیه ایرانیان



Iranian Association Inc

## Code of Conduct

*Our Mission*

*Strengthening Cooperation and  
Unity of Iranian Community*

*Together we make a winning team*

# اتحادیه ایرانیان

## About Us

IRANIAN ASSOCIATION INC is a not-for-profit, non-political, charitable community organisation, aimed to extend co-operation, create coordination, harmony and unity among all Iranians and wider society in Australia, to provide support and services to everyone, and to actively participate in the development and advancement of Australia side by side with other communities residing in Australia. The association, create opportunities for all of us to be together, to help each other and new arrivals, to increase the employ-ability of its members, act as representative of Iranians living in Western Australia and as a bridge between the community and state and federal governments.

The membership of association, is open to any male or female who is residing in Australia, completed the age of seventeen years and accepted the constitution, after applying for membership, payment of his/her membership fee and the approval of the membership by the association.

The association's organisational structure consists of the supreme council, currently three active divisions; Iranian Community of Western Australia, Persian Language School WA, and Iranian Muslims Association of Western Australia.



Opportunities for Networking, Participation in gatherings and social activities, facilities, events and programs are the least benefits that membership of the association brings. All Members shall have the right to be present and to debate at General Meetings and have the voting rights.

## **Purposes of Association**

The Association is a not-for-profit, non-political, charitable community organisation to extend co-operation, create coordination, harmony and unity among all Iranians and wider society in Australia based upon holy Islamic principles and Persian culture and traditions, to provide support and services to everyone throughout Australia, and to actively participate in the development and advancement of Australia side by side with other communities residing in Australia.

Highlights of the Association's Objectives follow:

- Promote a harmonious relationship amongst Iranian Australian citizens, and the society in general by cultivating mutual respect through increased social interaction, sports, recreation, and other voluntary activities of significant community benefit.
- To extend co-operation, create coordination, harmony and unity among all Iranians, and strengthen and expand relations between Iranians in Western Australia based on Persian culture, language and traditions, and to provide support and services to all Iranians regardless of their race, religion, sex, age and/or political preferences.
- Performing social, cultural and educational programs to promote, teach, enlighten and raise the awareness in the areas of Persian profound heritage, culture, art, literature and language, and preserve the authentic Iranian culture and traditions.
- To maintain the Persian/Farsi language and cultures of children and youth from Persian speaking background. Teach Persian language and literature as well as transferring knowledge of the Persian culture to Iranian children in WA, and to all age groups from any linguistic or cultural background, and to increase the awareness and understanding of the wider community toward the Persian Language, Iranian thought, sentiment, values and literary arts.
- To create opportunities to allow us to educate ourselves, our members, our fellow Muslims and the wider community on the correct teachings of our profound faith accordance with the teaching of the Holy Prophet (SAWS) and His Ahlul-Bayt (AS) by holding religious sermons and gatherings, to revive the name and path of the Holy Prophet and His Holy Ahlul-Bayt (as), and to empower our members through education, identity building and community services.
- Establishing mutual relations with other cultural, religious and community organizations, and cordial relations with the political and authorities of the Australian government and advocate on behalf of Iranian Community in Australia, and act as representative of the community and to enhance the employ-ability and social life of its members.



## 1.0 Code of Conduct

This Code of Conduct explains the behavioural standards for ethical and accountable conduct of everyone at Iranian Association Inc (including but not limited to Council Members, members of sub-committees, volunteers, etc). The standards of conduct and integrity to be complied with, are expressed in the following principles.



General information about Iranian Association Inc and its council members and council meetings are not confidential. Occasionally; however specific information may be identified by the council or chairman as confidential. Details of all council meetings discussions are confidential, unless stated otherwise. Council decisions are made by the majority vote and all council members shall stand with the council decision. The detail of whose vote was against or in favour of a specific decision is confidential. All council meetings' decisions are not confidential, unless stated otherwise.



## **1.1 Personal Integrity**

We act with care and diligence and make decisions that are honest, fair, impartial, timely, and consider all relevant information.

### **Relationships with others**

We treat people with respect, courtesy and sensitivity and recognise their interests, rights, safety and welfare.

### **Accountability**

Council members use the resources of Iranian Association in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial, physical resources, property and information.

### **Scope and Application**

The Code of Conduct applies to all council members, and everyone else across the divisions of the association and all community sector bodies.

## **1.2 Issues and Conduct Expectations**

Council members are expected to demonstrate the values of Iranian Association on a daily basis. How council members treat each other and our personal behaviour towards others impacts directly on the ability to perform as an individual, as a team member and as a representative of IAI and the Iranian Community. It is important that you know what is expected of you so that you can do the right thing.

As council member, we all have a responsibility to treat each other in a respectful and professional manner. This will ensure misunderstandings, conflicts, and complaints are minimised and allow council members to operate at their highest level of ability, promote a friendly work environment and ultimately, achieve outcomes in the best possible way.

## **1.3 Professional Community Conduct**

As a council member, you have the right to:

- A council members meeting that is free from unlawful discrimination, harassment, victimisation and bullying;
- Equitable access to the information, training, developments, benefits and working conditions within the Iranian Association; and,
- Management decisions made without bias;

*Every council member is responsible for:*

- Abiding by Iranian Association policies, codes and standards;
- Treating all council members, community members, other communities and their members with respect, courtesy, honesty and fairness, having proper regard for their interests, rights, safety and welfare;
- Ensuring we know what is required to support Iranian Association
- Demonstrating cooperation and goodwill in solving community issues;
- Reporting incidents and unacceptable behaviours in a timely manner with a focus on maintaining positive community relationships;
- Maintaining and contributing to a safe and productive community environment; and
- Making decisions fairly, impartially and promptly, and considering all available information, legislation, policies & procedures of the association.

## **1.4 Inappropriate Council Meeting Behaviour**

Generally speaking, most people demonstrate personal behaviour in the community that invites and promotes positive community relationships. However, some personal behaviour makes it difficult to develop good community relationships with others. It is important to be aware that these types of negative personal behaviours are not acceptable in the Iranian Association. We all have a responsibility to work towards creating a professional and friendly community environment by embodying and demonstrating behaviours that are aligned to our values. There are some personal behaviours which we might use outside of the community or in a family setting that are not acceptable in a community environment, whether that be chairperson, council member or community members.

Inappropriate behaviour can include, but is not limited to:

- Making inappropriate jokes;
- Being insensitive to other cultures;
- Using inappropriate terms of address;
- Intimidation;
- Displaying or circulating offensive material;
- Allowing relationships out of community to influence Iranian Association;
- Ignoring or sabotaging Iranian Association;
- Being rude, abrupt, commandeering, uncooperative or unhelpful;
- Negative attitudes, complaining excessively, making constant negative remarks; and
- Unfriendly or intimidating behaviour such as sarcasm, put-downs, threats (real or implied) and aggressive or dominant body language.

## **1.5 GRIEVANCE PROCEDURES**

In case of any disputes between "council members " or "a Member and the Association" Rule 26 (GRIEVANCE PROCEDURES) in "PART VI - MISCELLANEOUS" of the Constitution applies.

### **1.6 Conflicts of interest**

When personal, social, commercial or political activities interfere or have potential to influence the Iranian Association, a conflict of interest may exist that must be resolved.

A conflict of interest may be actual, perceived to exist, or potentially exist and take various forms.

For example, information received through the Iranian Association may lead to perceived or real conflicts of interest by giving advantage to a council member or interest group.

It's not necessarily a problem to have a conflict of interest but it must be declared and managed accordingly. Members will:

report actual, potential or perceived conflicts of interest to the Chairperson;

and

- ensure that relationships with individuals, organisations and groups known to them do not affect their ability to provide impartial and reasonable advice.

### **1.7 Fraudulent or Corrupt Behaviour**

Fraud is defined as dishonest activity causing actual or potential financial loss to a person or organisation.

Corrupt conduct occurs when a member uses or tries to use their position for personal advantage or to the detriment of others.

Community confidence in ethical decision making, and in the Iranian Association, is put at risk if fraudulent or corrupt behaviour occurs.

Members will:

- Not engage in fraudulent or corrupt behaviour; and
- Report suspected instances of this behaviour to the Chairperson who will consider the appropriate response.

## 1.8 Reporting suspected breaches of the Code of Conduct

Suspected breaches of the Code of Conduct can be reported to the Chairperson or to the council members. The Chairperson or council members will consider an appropriate response, as soon as possible.

## 1.9 Acknowledgement

I hereby acknowledge and accept the Iranian Association's Code of Conduct.

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