

QFA CODE OF CONDUCT POLICY

Rationale

This Policy is intended to provide registered breeders, exhibitors and volunteers of the QFA Inc with guidelines on acceptable behaviour and appropriate use of social media. It is the objective of QFA Inc to promote the cat fancy, the welfare of cats, and all breeders, exhibitors and owners in a positive way within the local community and more broadly across Australia and the world.

Guidelines

1. Executive Committee & Delegates:

QFA Inc is an incorporated body subject to corporate law and as such needs to be managed in an efficient, transparent and accountable manner on behalf of the affiliated clubs. As an affiliated club representative of the Committee of the QFA Inc, you have taken on a responsibility to act at all times on behalf of the association.

You are a representative of the QFA Inc and you have duties under common law which are as follow:

- to act honestly in the exercising your duties and responsibilities
- to exercise a reasonable degree of care and diligence;
- to declare any conflicts of interest
- to not make improper use of information acquired to gain advantage for yourself or others
- to not make improper use of your position to gain an advantage for yourself or others or to cause detriment to the association.
- do not discuss matters outside of the meeting until and unless these have been publicised in the form of the meeting minutes, or expressly requested to do so by a QFA Inc meeting.
- if you wish to raise a matter, write to the Secretary prior to the meeting to have this put on the agenda.
- have a working knowledge of QFA Inc Constitution, Regulations & By-Laws
- be aware of current QLD Government and Local Council regulations, Dog and Cat Management Act 1995 and the Animal Welfare Act 1985
- show respect for other members at all times
- be a good ambassador – courteous, respectful, and encouraging
- actively promote the QFA Inc
- do not engage in conduct which is dishonest, malicious, vexatious, or scandalous
- do not engage in conduct discreditable to any member
- do not engage in conduct which could be perceived as prejudicial or injurious to any member.

2. QFA Registered Breeders & QFA Affiliated Clubs:

To be an active and effective registered breeder and/or club member, you must be informed.

- Have a working knowledge of the QFA Inc Constitution, Regulations & By-Laws
- be aware of current QLD Government and Local Council regulations, Dog and Cat Management Act 1995 and the Animal Welfare Act 1985
- show respect for other members at all times
- actively promote the QFA Inc

- be a good ambassador – courteous, respectful, and encouraging.
- do not engage in conduct which is dishonest, malicious, vexatious, or scandalous.
- do not engage in conduct discreditable to any member
- do not engage in conduct which could be perceived as prejudicial or injurious to any member

3. Exhibitors at Shows:

All exhibitors are required to:

- Be aware of the QFA Inc show rules
- To show respect for all judges, officials, volunteers, exhibitors and visitors
- Be a good ambassador for the cat fancy
- Not engage in conduct which is dishonest, malicious, vexatious or scandalous
- Not engage in conduct which could be perceived as prejudicial or injurious to any judges, officials, volunteers, exhibitors and visitors

4. Social Media Use:

Social Media is defined as any online media that allows for interaction. It is any activity that occurs online where people can share information about QFA Inc, its affiliated clubs and/or bodies, registered breeders, exhibitors and volunteers.

Social media provides an excellent opportunity for people to gather in online communities of shared interest, to share knowledge, celebrate success and to learn about the cat fancy. QFA Inc sees social media as an important tool of communication and engagement.

It includes, but is not limited to:

- Social networking sites – eg Facebook, Twitter, Snapchat, Bebo, Friendster, Pinterest, LinkedIn;
- Video and photo sharing websites and applications – eg Flickr, Instagram, YouTube, Tumblr;
- Blogs, wikis, discussion groups/forums
- Podcasting

Whenever the QFA Inc, affiliated clubs, registered breeders, volunteers and exhibitors are interacting on Social Media, the following guidelines must be followed at all times:

- They must act in a way which falls within the community expectations of good and appropriate manners;
- They must be polite and respectful to the QFA Inc, its affiliated clubs, registered breeders, exhibitors, judges, stewards, ring clerks and other volunteers.
- They must not criticise, disparage or make derogatory or negative comments about the QFA Inc, its registered breeders or affiliated clubs, or any domestic or international judges.
- They must respond to others' opinions respectfully and professionally.
- They must not harass, bully or intimidate, nor will they create a perception of harassment, bullying or intimidation towards any person or organisation.
- They must not make negative or adverse comments about any person regarding the exhibits of another exhibitor or member of the QFA Inc or any of its affiliates or create such comment that would be perceived as being derogatory or negative against exhibits of another registered breeder or exhibitor of the QFA Inc or any of its affiliates.
- They must not utilise abusive, profane, obscene or sexually explicit language or material.

- They must obtain written permission from the QFA Inc before posting any content on any Social Media platform or using any IT service to make statements or comments on behalf of the QFA Inc or otherwise which may be construed to be attributed to the QFA Inc or using the QFA Inc logo.
- They need to adhere to the Terms of Use, and seek to conform to the cultural and behavioural norms, of the social media platform being used;
- They need to respect copyright, privacy, financial disclosure and other applicable laws when publishing on social media platforms.
- **They must obtain written permission from any registered breeder or exhibitor of the QFA or any judge/steward/ring clerk whose photo or video they plan to post on social media. Request and permission may be via email.**
- **No photos, videos or results may be posted until the full conclusion of any show.**

Consequences of Non-Compliance:

Reporting of Non-Compliance – Complaint Procedure.

The QFA Inc has a formal Complaints Procedure which must be followed in relation to the reporting of any breach of its Code of Conduct Policy. The required complaint fee must be paid and accompany the complaint. Any queries regarding the complaints procedures may be directed to the QFA Inc Secretary.

Policy for Non-Compliance Consequences.

Misuse of Social Media can have serious consequences for the QFA Inc, its volunteers and registered breeders and members of affiliate clubs. All reports of misuse of any IT service or Social Media by the QFA Inc members will be investigated. If you have been found to have breached the Social Media Policy, disciplinary action may be taken. Disciplinary action for any non-compliance with the Code of Conduct Policy may include but **is not be limited to:**

- (1) A formal warning letter being issued.
- (2) A good behaviour bond being imposed for a time period of 6 or 12 months
- (3) Possible suspension of services from the QFA Inc.
- (4) The matter being referred to the Queensland Police Service
- (5) Possible expulsion from the QFA Inc.