

CODE OF ETHICS

Respectful, ethical, inclusive behaviour is core to the values held and promoted by Botany Bay Family History Society Inc. The behaviour of individuals using and/or working at our facilities must always demonstrate respect and care for others both in the manner of personal interaction and the ways in which information is handled and distributed. The Society will continue to provide a friendly and supportive environment for individuals conducting, collating, and sharing family research.

The Society, its Committee, volunteers and members will, *at all times*:

- Be respectful of fellow researchers and visitors to the Centre and our meetings
- Speak respectfully and encourage inclusion and thoughtfulness in all interactions
- Respect the opinions of other members and treat them all with equal respect
- Comply with the laws of copyright, observing the legal rights of copyright owners, by copying or distributing any part of their works only with their permission
- Respect the feelings of others who do not want information about themselves or deceased members of their family to be published, referenced, or linked on a web site
- Comply with privacy laws and not publish the personal details of living people without their specific permission
- Inform people who provide information about their families of the ways it may be used, carefully recording, and observing any conditions they may impose on its use
- Not publish any information of a sensitive nature that would cause hurt or embarrassment to anyone
- Not publish or publicise as fact anything known to be false, doubtful, or unproved, nor be a party, directly or indirectly to such action by others
- Always credit authors of information, identify sources for all information and cite only those documents personally used
- Act in a way that ensures the reputation of our Society and its members is maintained