

sommeliers australia

Code of Conduct: Members

Updated November 2021

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Message from the President

Conducting ourselves with professional integrity is one of our most important values at Sommeliers Australia. We work hard every day to promote the service of wine and the sommelier profession in Australia.

Our meaning is clear when we talk about doing things with professional integrity. We aim to create a greater appreciation of wine, raise the overall standard of wine service in restaurants with a focus on increased knowledge and skills, and to encourage the provision of an identifiable career path for sommeliers and wine professionals within the Australian hospitality industry.

Being a member of Sommeliers Australia means making a commitment to uphold the association's values and following the code of conduct outlined in this document. Thank you for upholding our values and helping those in our profession to be the best we can be.

Sarah Andrew DipWSET (Honours)

***President
Sommeliers Australia***

Introduction

Sommeliers Australia operates as a not-for-profit, hospitality industry organisation that began life in the early 1990s in Victoria and New South Wales as separate associations. In August 2007, the two associations merged to form Sommeliers Australia, and in 2009 State Chapters in Queensland and Western Australia formed with other states forming shortly afterwards.

As the association's activities continue to increase across all states of Australia, in 2019 Sommeliers Australia registered with ASIC as a Company Limited by Guarantee to ensure that the organisation is covered under federal legislation, whilst retaining our association structure.

This Code of Conduct document applies to all members participating in Sommeliers Australia activities, at all times. These activities include, but are not limited to:

- *Sommeliers Australia events*
- *Local and International sommelier competitions (competing or as a delegate)*
- *International conferences*
- *Australian and International Scholarship visits*
- *Immersion visits*

Ethical Principles and Core Values

Sommeliers Australia (the 'association') principles and values include:

Honesty

Trustworthiness

Responsibility

Empathy

Teamwork

Commitment to Sommeliers Australia

Integrity

Respect for others

Accountability

Diversity, equality and equity

Obedience to the law

Confidentiality and Privacy

Sommeliers Australia and its members maintain the confidentiality and privacy of all proprietary information. Proprietary information includes all non-public information that might be harmful to, or discredit, Sommeliers Australia, its members and business partners if disclosed. Such confidential and private information includes, but is not limited to:

Customer lists

Pricing information

Association policies and procedures

Marketing plans and strategies

Supplier lists

Terms of contract

Financial statements

Trade practices

For Sommeliers Australia to provide its members with services, opportunities and events, on occasion the association needs to share some member's personal information with approved third parties (e.g. sharing a member's name, contact email/mobile or place of business with an organisation running an event or offering a scholarship).

Scholarships / Trade Events / Travel

Sommeliers Australia expects all members to conduct themselves in a professional and respectful manner at all times when taking part in association related trade events, wine travel and scholarship related activity. It is during these occasions that members are seen as Sommeliers Australia Brand Ambassadors and should conduct themselves accordingly.

If a person representing the association breaches this Code, Sommeliers Australia may immediately terminate the right of such person to continue representing Sommeliers Australia, and their membership. If Sommeliers Australia has arranged or contributed to the cost of any travel or other activity, the association may demand that the costs incurred are repaid by the offending member.

Health and Safety

Sommeliers Australia is committed to operating in a manner that supports and nurtures the health and safety of its members. The association asks that members do their best to look after their own health and safety along with that of their fellow members.

Whilst beverages form an integral part of a sommelier's or wine professional's work and social life, alcohol as well as drugs (illicit and prescription) can have negative effects on health, behaviour and decision making.

Intoxication at a Sommeliers Australia event will not be tolerated under any circumstance. The association would like to remind members that one of their roles as a sommelier is to lead by example and practice responsible service of alcohol at all times.

Equal Opportunity

Sommeliers Australia will not tolerate sexual harassment or discrimination (direct or implied) based on race, colour, religion, gender, age, national origin, sexual orientation, marital status, disability or any other point of diversity.

Any member found to engage in such harassment or discrimination during a Sommeliers Australia event or activity will be held accountable for their actions.

The association strives to be inclusive of sommeliers and wine professionals of all genders, backgrounds and all levels of experience. The wine and beverage world is diverse and constantly evolving, and there is always new information to be shared and learnt.

Outside of association activities, Sommeliers Australia members are strongly encouraged to apply this Code of Conduct to their everyday work practices, to lead by example in creating safe and nurturing work environments for all wine professionals and hospitality staff.

Working Relationships

Whether a sommelier, wine professional, educator or enthusiast, a Sommeliers Australia member's relationship with hospitality/wine industry representatives should be respectful and conducted in the best interests of others and the association. This is especially so where members are employed in a senior work role or in a position where they mentor younger staff or students.

External Communication on Behalf of Sommeliers Australia

Only the President, National Executive Committee Members or the Executive Officer, are authorised to represent the association to media, hospitality and wine industry professionals. All requests for information or interviews must be referred to the Executive Officer, Imbi Knappstein.

Use of Social Media

Sommeliers Australia respects the right of members to use social media for personal and professional purposes. Members are responsible for complying with Sommeliers Australia policies and procedures (including this Code of Conduct) when representing Sommeliers Australia whilst communicating on social media, whether in relation to Sommeliers Australia matters or otherwise. Members are accountable for any information they publish online.

When posting about Sommeliers Australia events, the association requests that members:

- *Respect the privacy of other members and refrain from publishing photos of them without their consent*
- *Ensure any information they post related to Sommeliers Australia and its members is accurate*
- *Comply with the rules of the social media sites they use*
- *Clarify where 'views expressed are one's own'*

Members must not:

- *Speak on behalf of Sommeliers Australia if they are not expressly authorised to do so*
- *Share confidential information about Sommeliers Australia, its members, sponsors or suppliers*
- *Post comments or pictures that could harm Sommeliers Australia brand, reputation or commercial interests*

Reporting a Concern

If you have a concern about a member misrepresenting Sommeliers Australia in relation to any of the points outlined in this Code of Conduct document, please contact one of the following:

- *Imbi Knappstein (Executive Officer) via*
 - *confidential@sommeliers.com.au*
 - *+613 9005 7560*
- *Sarah Andrew (President) on 0414 541 254*
- *Dr Rod Hunt (external) on 0417 274 359*

All concerns will be handled confidentially.

Code of Conduct Acknowledgement

By signing the Sommeliers Australia Code of Conduct, you acknowledge that:

- *You have read the entire code of conduct and understand your responsibilities related to it.*
- *You have asked questions to clarify any unclear aspects of the code.*
- *You agree to abide by its principles.*
- *You agree to report to Sommeliers Australia any violations of the code.*
- *You agree to cooperate in any investigations of violations of the code.*

I _____ (your name) from _____
(employer) acknowledge that I have read and understood Sommeliers Australia Code of
Conduct and agree to adhere to all that is outlined in this document.

Signature: _____

Date: _____

Acknowledged by a National Executive Committee member:

Name: _____

Signature: _____

Date: _____