

ORGANISATION NAME

VOLUNTEER CODE OF CONDUCT

Introduction:

The Code of Conduct is intended to help provide a positive and welcoming experience for all, and is applicable for the duration of the volunteer's involvement with Organisation Name. All volunteers must read, sign and abide by the Code of Conduct.

Please be aware of the needs and welfare of others and treat everyone in ways that are welcoming and respectful. If you volunteer in a leadership position, you have additional responsibilities to model this to others.

Code of Conduct:

General Conduct

- Volunteers are to uphold the core values and integrity of Organisation Name, by behaving in ways that are inclusive and welcoming, just and compassionate, honest and accountable, hopeful and courageous.
 - Always work in the best interests of others and set a positive example,
 - Follow all policies, reasonable decisions and directions,
 - Read, and ensure you understand, all information and instructions and seek advice if in doubt, and
 - Attend all scheduled shifts on time, and if unable, advise staff in a timely manner.

Respect for Others

- Treat everyone with respect, courtesy, honesty and fairness, taking care to protect the interests, rights, beliefs and welfare of others.
 - Actively promote cultural safety and inclusion. Be respectful and inclusive by embracing diversity, including age, cultural background, sexual orientation, language, ability, religion, gender identity or any other status,
 - Respect any boundaries people may have regarding their personal space, including social distancing,
 - Assist in creating an environment free from fear, harassment, racism or exploitation, and
 - Resolve interpersonal conflict with objectiveness, curiosity, kindness and courage. Avoid gossip, and seek assistance promptly if support to resolve an issue is required.

Communication

- In your interactions with others:
 - Use positive, inclusive, respectful, non-judgmental and non-offensive language,

- Maintain confidentiality and the privacy of any personal information you have access to, including contact details, of others, except as required by law or to protect the health or safety of another, and
- Use electronic resources appropriately, only accessing content and communicating in ways that are safe, legal, non-exploitative and considerate.

Safety

- Meet your safety responsibilities by:
 - Observing any posted or verbal safety procedures, and seeking to protect the health and safety of others,
 - Working within your physical and emotional limits,
 - Reporting any safety hazards or hazardous practices you observe, and
 - Assisting in implementing emergency procedures and providing care to others according to your ability and best efforts.

Prohibited Conduct

- You must not:
 - Harm or allow harm of any kind, or behave in a way that could cause harm to another person,
 - Use, possess or be under the influence of alcohol or any other impairment-causing drug while performing a volunteer duties for Organisation Name, or
 - Be in violation of any local or federal laws.

Required Reporting

- You must report, as soon as possible:
 - Any observed actual or apparent breaches of law, policy or this Code of Conduct to your supervisor, or in the case of the supervisor being involved, to the leader of volunteers, or to the police if the action warrants,
 - Any allegation or complaint of any inappropriate conduct or breaches,
 - If you become legally convicted of an offence, and/or
 - Any conflict between your personal interest and your volunteer role.

EXAMPLE

- Note: it is a criminal offence to fail to report child abuse or suspected child abuse.

Breaches of the Code of Conduct

- This Code of Conduct sets out the minimum expectations for all volunteers. A breach of this Code will result in disciplinary action proportional to the conduct involved, up to and including termination of your involvement with Organisation Name.

Signing below indicates you have read, understood and will abide by this Code of Conduct.

Name of Volunteer: _____

Signature: _____ Date: _____