

Code of Conduct Declaration

The purpose of this Code of Conduct is to inform volunteers on the standards of conduct required. Volunteers are expected to act safely, honestly, conscientiously, reasonably and in good faith at all times when carrying out their duties and in their relationships or interactions with other people.

Expected Behaviours -At all times, we expect volunteers to:

- be present at the agreed times and tell us if you are not able to volunteer
- carry out duties and responsibilities in a safe, efficient and competent way
- maintain a good standard of dress
- comply with lawful and/or reasonable directions, instructions and policies
- respect the privacy of individuals and only use confidential information for the purposes for which it was intended
- neither use, nor allow the use of, our organisation's property, resources, information, intellectual property or funds other than for authorised purposes
- maintain the confidentiality of any information obtained while volunteering
- follow all [insert organisation name] Health and Safety policies, operating procedures and prescribed methods of work
- observe our organisation's Health and Safety Declaration (**STOP**), including:
 - i. Safety First and Speak Up
 - ii. Think before you act
 - iii. Observe and Obey
 - iv. Permission to stop any unsafe practice
- notify the organisation about any property damage
- attend all mandatory training for volunteers, including Health and Safety/Radio Use/Exercise (Annually) and First Aid (2 yearly).

Volunteers will not:

- create any liability for our organisation without authorisation
- act in a way that may bring our organisation into disrepute (including use of email, social media and other internet sites, engaging with media etc)
- seek or accept any offers, gifts, rewards or benefits
- work in such a way that would cause risk, physical or mental harm of yourself and/or another person, including verbal abuse, physical abuse, assault, sexual or racial harassment and bullying
- be affected by alcohol, medication or non-prescription drugs while volunteering
- provide a false or misleading statement, declaration or claim
- falsify or change any documents or records
- engage in any activity that may damage our property
- have unauthorised possession of property belonging to anyone else
- engage in criminal activity in our workplace

Conflicts of Interest - Volunteers should avoid situations that may lead to conflicts of interest by:

- consulting with your manager/supervisor before undertaking other roles in organisations whose goals, purposes or activities conflict with our organisation
- Make sure your other commitments do not conflict with the performance of your duties at our organisation
- advising your manager/supervisor immediately if a conflict of interest exists, occurs or could occur

Breaches of the Code of Conduct

Breaches of this Code of Conduct may lead to a notification of unacceptable behaviour and a warning or the immediate end to your services as a volunteer. Repeated breaches of the Code of Conduct will lead to the immediate end of your services as a volunteer.

Declaration

I have read and understand the information in this document, and I agree to follow this Code of Conduct during my time volunteering for [insert organisation name].

Name _____ Signature _____ Date _____

Confidentiality Declaration

During your time with [insert organisation name] you may receive, access and handle knowledge and information which is considered to be confidential and/or sensitive.

All Staff Members, Contractors and Volunteers are responsible for the security of any confidential information that is held by [insert organisation name]. This includes information acquired directly or indirectly as a result of being employed or working with the [insert organisation name].

After termination of employment or end of association with [insert organisation name] any such person must not release information gained or held, electronically or otherwise except where the information is already publicly known. This includes work methods, computer applications developed by [insert organisation name] employees in the course of their employment, designs, strategies, material, costs or secrets relating to any aspect of business or to clients, franchises, associated companies or sub-contractors.

No Staff Member, Contractor or Volunteer may make any statement or otherwise disseminate information or take any actions at any time, which may adversely affect the [insert organisation name] business or reputation.

No Staff Member, Contractor or Volunteer may make media statements or publicly discuss the business of [insert organisation name] without the express written consent of a member of the Executive Leadership Team.

Any breach of confidentiality of information may provide grounds for disciplinary or other legal action, even if the person concerned has left the [insert organisation name] employment or ended the relationship or association with the [insert organisation name].

This requirement aligns with the Community Support/Response Team Code of Conduct (Doc#996288) as well as the Protected Disclosure Policy for Employees, Contractors and Volunteers (Doc#1632307).

Declaration

I acknowledge that I have read, understand and agree to comply with my obligations in relation to the management of confidential and/or sensitive information that I may be exposed to in the course of my duties.

Name _____ Signature _____ Date _____