



## Code of Conduct for Volunteers

June 2022

The purpose of the Code of Conduct for Volunteers is to set out the standards of behaviour expected from volunteers of the Murrumbateman Field Days (MFD). All volunteers should ensure that they have read and comply with this Code of Conduct.

Volunteers should maintain the highest standards of behaviour in the performance of their duties by:

- Performing their volunteer role as outlined in the relevant written volunteer role description to the best of their ability in a safe, efficient and competent way.
- Following the MFD's policies and procedures as well as any instructions or directions reasonably given to them.
- Acting honestly, responsibly and with integrity.
- Treating others with fairness, equality, dignity and respect.
- Raising concerns about possible wrongdoing witnessed by the volunteer in the course of the volunteer's role with MFD with the MFD Volunteer Supervisor or the MFD Manager.
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made.
- Acting in a way that is in line with the purpose and values of the MFD and that enhances the work of the MFD.
- Communicating respectfully and honestly at all times.
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers.
- Reporting any health and safety concerns.
- Directing any questions regarding MFD's policies, procedures, support or supervision to the MFD Volunteer Supervisor or the MFD Manager.
- Declaring any interests that may conflict with their role or the work of the MFD (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from the MFD Volunteer Supervisor or the MFD Manager.
- Keeping confidential matters confidential.
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with MFD returning any such documents, material in their possession.
- Seeking authorisation before communicating externally on behalf of the MFD.
- Maintaining an appropriate standard of dress and personal hygiene.

Volunteers are expected NOT to:

- Bring the MFD into disrepute (including through the use of email, social media and other internet sites, engaging with media etc).
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role.
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, or race).
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering.
- Provide a false or misleading statement, declaration, document, record or claim in respect of MFD, its volunteers or employees or the Murrumbateman Progress Association.
- Engage in any activity that may damage property.
- Take unauthorised possession of property that does not belong to them.
- Engage in illegal activity while carrying out their role.
- Improperly disclose, during or after their involvement with the MFD ends, confidential information gained in the course of their role with the MFD.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of MFD's other policies and procedures this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that the MFD may terminate a volunteer's position without cause.

Volunteers acknowledge that no employment relationship is created in the context of their role with MFD.

The MFD Volunteer Supervisor and the MFD Manager are responsible for ensuring that this policy is implemented effectively. All other staff and volunteers are expected to facilitate this process.

The MFD will review the Code of Conduct for Volunteers every 2 years or as appropriate.