



Volunteer Code of Conduct

I agree that to make the most of my experience, and to make the best contribution I can as a volunteer, I will:

Show respect for all people

1. Treat members of the public, volunteers and staff with respect, courtesy, sensitivity, honesty and fairness, and have proper regard for their interests, rights, safety and welfare.
2. Take a positive and friendly approach to other volunteers, staff, visitors and members of the public to ensure an enjoyable and memorable experience.
3. Work safely at all times and avoid unnecessary risks to myself or others by following the Occupational Health and Safety (OH&S) practices and policies in the Volunteer Handbook.
4. Perform tasks with safety as a priority, and report any hazard, hazardous practice or incident in a timely manner via the appropriate channels.
5. Actively support other volunteers and value the high quality of services we all seek to provide.

Be accountable, act honestly and support regulations and by-laws

6. Abide by the Constitution and By-Laws of each volunteer organisation I choose to join.
7. Refer all media enquiries to the office of the Executive Director and not make public comment as an Authority representative without being authorised to do so.
8. Sign in and out every time I perform volunteer duties, for accurate record keeping of volunteer hours for OH&S purposes.
9. Be aware of my volunteer role, area or zone and seek tasks that suit my skills, interest, availability and aspirations.
10. Accept directions from supervisors and seek guidance if I am uncertain what is required of me.
11. Approach the President or Manager as the first point-of-contact if there are any issues, queries or concerns.

Demonstrate responsible care

12. Not use or tamper with infrastructure or property unless authorised in writing by an authorised supervisor.
13. Responsibly and reliably carry out all the tasks I agree to do and notify others if or when I am unable to do so.
14. Contribute constructively and address any issues affecting my role and the quality of volunteer service.
15. Consider and/or seek opportunities to build knowledge and to participate in relevant training.

I acknowledge that failure to act consistently with the above Code of Conduct could result in the Botanic Gardens and Parks Authority not allowing me to be, or continue to perform as, a volunteer.

Volunteer Group(s): _____

Name (please print) _____

Signature: _____ Date signed: / /