

## **3001c. VOLUNTEER CODE OF CONDUCT Version 1**

**In order to enhance the volunteers' experience and comply with legislation and duty of care,  
RDA will:**

1. Interview and employ volunteer staff in accordance with anti-discrimination and equal opportunity legislation.
2. Provide volunteer staff with orientation and training and an opportunity for the development of skills and experience.
3. Provide volunteer staff with a healthy and safe workplace in accordance with current practice and legislation.
4. Provide appropriate insurance coverage for volunteers.
5. Define volunteer roles and develop clear job descriptions.
6. Provide appropriate levels of support and management for volunteers.
7. Make volunteers aware of and provide them with a copy of the RDA volunteers guide and other documents relating to RDA volunteer policies.
8. Provide all volunteers with information on grievance and disciplinary policies and procedures.
9. Acknowledge the rights of volunteers.
10. May reimburse volunteers for some out of pocket expenses incurred on RDA's behalf, providing prior approval has been given by the relevant RDA committee.
11. Acknowledge and respect the contribution of volunteers.
12. Provide volunteers with accurate and truthful information about RDA.
13. Have volunteers confidential and personal information dealt with in accordance with the National Privacy Act 2001.
14. Acknowledge that the relationship between RDA and volunteers is a reciprocal one.
15. Acknowledge that volunteers are of equal status and deserve the same treatment as paid employees and that RDA can expect the same standards of its volunteers; as it expects of its paid employees.
16. Ensure that volunteers only work in the area of their choice and ability.
17. State and acknowledge the contribution of RDA volunteers in RDA documentation.
18. RDA Carine reserves the right at any point, to cease the volunteer registration if there is a breach of the Volunteers Code of Conduct; inappropriate behaviour; illegal actions or lack of following the mission and values of the organisation.

**RDA requires every volunteer bound by this policy to:**

1. Be ethical, fair and honest in all their dealings with other people and RDA.
2. Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations.
3. Always place the safety and welfare of children and vulnerable adults above other considerations.
4. Comply with RDAA's constitution, rules and policies including the Volunteer Policy.
5. Operate within the rules and spirit of the organisation.
6. Comply with all relevant Australian laws (Federal and State) particularly antidiscrimination and child protection laws.
7. Be responsible and accountable for your conduct.
8. Make a commitment to providing quality service.
9. Not to use your involvement with RDA to promote your own beliefs, behaviours and practises where these are inconsistent with those of RDAA, a Member State or Territory or Affiliated Centre.
10. Demonstrate a high degree of individual responsibility when dealing with persons who are under 18 years of age or vulnerable non-consenting adults with a disability, as your words and actions are an example.
11. Avoid unaccompanied and unobserved activities with persons who are under 18 years of age or vulnerable adults, wherever possible.
12. Refrain from any form of harassment of others.
13. Refrain from any behaviour that may bring RDAA, A Member State or Territory or an Affiliated Centre into disrepute.
14. Show concern and caution towards others who may be sick or injured.
15. Be a positive role model.
16. Understand the repercussions if you breach, or are aware of any breaches of this code of conduct.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: / /