

## Code of Conduct

The purpose of the Code of Conduct is to set out standards of behaviour expected from Volunteers who contribute to the operations of Open Gardens WA (OGWA)

### 1. Volunteers should maintain the highest standards by:

- 1.1. Communicating respectfully and honestly at all times;
- 1.2. Directing any questions about policies, procedures, support or supervision to the respective Sub-committee Leader or a member of the Committee;
- 1.3. Performing their role to the best of their ability in a safe, efficient and competent way;
- 1.4. Acting honestly, responsibly and with integrity;
- 1.5. Treating others with fairness, equality, dignity and respect;
- 1.6. Raising concerns about possible wrongdoing with the Chairperson of OGWA (who may delegate this duty to a member of the Committee);
- 1.7. Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- 1.8. Acting in a way that is in line with the purpose and values of and that enhances the work of Open Gardens WA.
- 1.9. Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers;
- 1.10. Reporting any health and safety concerns;
- 1.11. Addressing any issues or difficulties about any aspect of their role or how they are managed in line with Open Gardens WA's grievance procedures;
- 1.12. Declaring any interests that may conflict with their role or the work of the organisation (eg: business interests or employment). If any doubt arises as to what constitutes a conflict of interest, Volunteers may seek guidance from the Chairperson (who may delegate to a member of the Committee);
- 1.13. Keeping confidential matters confidential;
- 1.14. Exercising caution and care with any documents, material or devices, containing confidential information and returning any such material at the end of their involvement with OGWA.

- 1.15. Seeking authorisation before communicating externally on behalf of OGWA;
- 1.16. Maintaining an appropriate standard of dress and personal hygiene;
- 1.17. Disclosing the fact that they have been charged with, or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to the Chairperson, (who may delegate this duty to a member of the Committee.) For the avoidance of doubt, volunteers are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to OGWA

## **2. Volunteers are expected NOT to:**

- 2.1. Bring the organisation into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- 2.2. Seek or accept any gifts, rewards, benefits or hospitality in the course of their role;
- 2.3. 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;
- 2.4. Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while undertaking duties for Open Gardens West Coast Inc;
- 2.5. Provide a false or misleading statement, declaration, document, record or claim in respect of OGWA;
- 2.6. Engage in any activity that may damage property;
- 2.7. Take unauthorised possession of property that does not belong to them;
- 2.8. Engage in illegal activity while carrying out their role;
- 2.9. Improperly disclose, during or after their involvement with OGWA ends, confidential information gained in the course of their role with OGWA;
- 2.10. Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of Open Gardens West Coast Inc's other policies and procedures this may result in the member's or volunteer's position being terminated.

## **REVIEW**

The OGWA Committee will review the Code of Conduct for Volunteers at 3-year intervals or as appropriate. The Chairperson is responsible for ensuring that this policy is implemented effectively.