

# VOICES OF BEAN

## CODE OF CONDUCT

Author	Date Approved by Committee	Version	Summary of changes	Next review date
Voices of Bean Committee	15 <sup>th</sup> January 2024	1.1		14 <sup>th</sup> January 2025

**Thank you for joining up as a volunteer to Voices of Bean. We are thrilled to be part of this community with you and want this to be a positive experience for all. To facilitate this, we ask all volunteers to accept the code of conduct. In summary, it outlines our expectations that you act lawfully at all times, engage positively and are safe. It also reserves the right of the President and Vice President of the Committee to remove a volunteer whose behaviour is not constructive.**

### **Purpose of Our Code**

Our Code of Conduct (Code) sets out expectations of All Voices of Bean People in connection with their roles with Voices of Bean, including partners and sponsors that work with Voices of Bean to help achieve Our Purpose

***Note:** Roles with Voices of Bean is a reference to any time that you are acting on behalf of or in connection with Voices of Bean, and includes fundraising, meetings, workshops, etc.*

At all times, Our Code should be interpreted consistently with:

- (a) *Our Purpose and Vision; and*
- (b) *Our Values*

**Definitions** A **Code of Conduct** is a set of rules, regulations and guidelines which All Voices of Bean People are expected to observe during their volunteer time with The Voices of Bean.

### **The Guiding Principles of Voices of Bean Code**

- Act in accordance with our Values
- Treat all people with dignity and respect
- Act ethically and with integrity
- Protect privacy and confidentiality
- Protect our volunteers and community
- Protect Voices of Bean
- Comply with our Code, policies, procedures and the law

### **Procedure**

#### **Code of Conduct philosophy**

This Code of Conduct is designed to ensure that all volunteers, Committee and members of the community are treated in a manner that reflects the mission, culture and legal obligations of the Voices of Bean.

## Compliance

- All volunteers and Committee members are expected to:
  - observe all policies, procedures, rules and regulations at all times
  - comply with all Federal, State and local laws and regulations
  - comply with all reasonable, lawful instructions and decisions related to their volunteer work
  - maintain a high degree of ethics, integrity, honesty and professionalism in dealing with community people and other volunteers
  - adhere to the *Workplace Health and Safety ACT*
  - *adhere to the Privacy Act*
  - *adhere to the Archives Act*
  - take reasonable steps to ensure their own health, safety and welfare in the workplace, as well as that of other volunteers and community people. Volunteers are expected to make themselves familiar with their workplace health and safety obligations.

## Volunteers and Committee behaviour

- If a volunteer breaches the following guidelines, 'disciplinary' action may be taken.
- The President and Vice President reserve the right to remove any volunteer from the group where their behaviour is not constructive.
- If the breach of conduct is of a legal nature, it will be addressed in accordance with relevant Federal, State or local government laws.
- Volunteers and Committee members **should not**:
  - discriminate against another volunteer or community people on the basis of sex, age, race, religion, disability, pregnancy, marital status or sexual preference
  - engage in fighting or disorderly conduct, or sexually harass other volunteers and community people
  - steal, damage or destroy property belonging to the Voices of Bean, its volunteers or community people
  - volunteer while intoxicated or under the influence of controlled or illegal substances
  - bring controlled or illegal substances whilst working as a volunteer e.g. running workshops, door knocking, public meetings, committee meetings etc
  - accept benefits or gifts which give rise to a real or apparent conflict of interest.

## Dress code

- Volunteers and Committee members **should**:
  - dress to comply with workplace health and safety regulations relevant to their volunteer work activities e.g. sun protection when out campaigning if applicable
  - dress suitably for their role

## Privacy and confidentiality

- Securely store personal information provided by a volunteer or member of the community.

- Take reasonable steps to ensure this material is kept secure against:
  - loss
  - unauthorised access
  - use
  - modification or disclosure
  - misuse.
- Use personal information only for the purposes for which it was collected. Do not disclose personal information to another party unless the individual is aware of, or has consented to, the disclosure.
- Keep information about all Voices of Bean confidential within Voices of Bean. Do not disclose information associated either directly or indirectly, to Voices of Bean to external parties unless authorised by the Committee.

### **Dealing with aggressive behaviour**

- Volunteers are expected to interact positively with members of the community but Voices of Bean does not accept any form of aggressive, threatening or abusive behaviour towards its volunteers by anyone.
- If a volunteer is unable to calm the person and/or believes the situation places them or other volunteers in danger, they should notify a Committee. Member immediately.

### **Use of computers etc**

- Unauthorised access and use of confidential information can severely damage the reputation of Voices of Bean and undermine personal privacy.
- Volunteers and Committee members **should**:
  - use communication and information devices for officially approved purposes only
  - not share Voices of Bean password/s with other volunteers. Only Committee members may share passwords between other Committee members.

### **Use of the Internet and email**

- Internet and email are provided to volunteers and Committee members for genuine Voices of Bean volunteer work-related purposes.
- Volunteers and members **should**:
  - comply with copyright regulations when using the Internet or email.
- Volunteers and Committee members **should not**:
  - divulge personal or confidential information via the Internet or email
  - use the Internet to access websites or send emails of an explicit sexual nature or in any manner that breaches the *Discrimination ACT*.
- While the privacy of all volunteers is respected, emails may be used as evidence if legal action is taken against a volunteer.
- This information may also be used as evidence of a breach of the *Code of Conduct* or the *Discrimination Act*.