



## Code of Conduct

Yarra Valley ECOSS reputation is very important to us. We aim to have respectful and open communication between all internal and external stakeholders.

The conduct of our employees, volunteers and site Co-locators reflects not only on each of them personally but also on the reputation of their enterprise and Yarra Valley ECOSS.

Our code is a statement of certain fundamental principles, policies and procedures that govern our conduct as ECOSS site users.

The purpose of our Code of Conduct is to guide the everyday actions of our employees, volunteers and Site Co-locators and to provide a framework for them to make honest and ethical decisions and exercise sound judgment in their interactions when at ECOSS.

1. Yarra Valley ECOSS' Code of Conduct Policy requires that ECOSS' Committee, our employees, volunteers and Site Co-locators comply fully with both the spirit and the letter of our Code of Conduct and all laws, rules and regulations whilst associated with ECOSS.
2. All ECOSS' employees, Committee of Management, Volunteers and Site Co-locators are required to keep confidential any ECOSS information or information entrusted to them by its customers, suppliers or partners which has not been made public, and to ensure it is not revealed to any outside source except when disclosure is required by applicable laws or regulations.
3. All ECOSS' employees, Committee of Management Members, Volunteers and Site Co-locators must ensure that their personal interests do not conflict with or appear to conflict with ECOSS' responsibilities. Employees should avoid any activity, interest or association which might impair their impartiality or judgment when acting on ECOSS' behalf.
4. All ECOSS employees, Committee of Management Members, Volunteers and Site Co-locators are encouraged to immediately report any conduct by an employee, volunteer, Committee of Management

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Member or Site Co-locator that would violate legal or regulatory requirements or ethical standards.

5. All ECOSS employees, Committee of Management Members, Volunteers and Site Co-locators have the right to be heard. Any grievances must be presented through the ECOSS Grievance Process.
6. All ECOSS employees, Committee of Management Members, Volunteers and Site Co-locators commit to using open and non-aggressive communication while on site at ECOSS.
7. Defamatory language at ECOSS will not be tolerated. All employees, Committee of Management Members, Volunteers and Site Co-locators commit to reporting any defamatory language to ECOSS Committee of Management whereby a Grievance Process can be initiated.
8. All ECOSS assets should be used for legitimate business purposes. Theft, carelessness and waste will not be tolerated. The suspected occurrence of fraud or theft should be immediately reported.
9. The Committee of Management meets monthly. Any new initiatives must be presented to the Committee of Management meeting as a proposal, before action is taken.

### We Commit:

1. To provide our employees, Committee of Management members, Volunteers and Site Co-locators with fair and unbiased treatment and provide a safe working and child environment. We respect all genders, all abilities, and commit to strive for equality on site.
2. To provide our suppliers, partners and other third parties with whom we do business an ethical and honest relationship

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### ECOSS Volunteers Code of Conduct

Yarra Valley ECOSS

[www.ecoss.org.au](http://www.ecoss.org.au)

Policy reviewed November 2020

### Background:

Volunteers have the same level of responsibility as staff with regard to their behaviour and activities while carrying out their duties.

### Code of Conduct:

In addition to all legislative requirements and their Rights and Responsibilities, volunteers should recognise the requirements of this Code of Conduct as the standards that will be expected in their role.

### Principles of this Code of Conduct

#### Volunteers must:

- Act in a fair, honest and proper manner.
- Behave in a reasonable and non-discriminatory way when carrying out all aspects of their roles and responsibilities
- Act with reasonable care and be diligent in their duties and role; ensuring that they follow policies, instructions and decisions of their designated supervisor in a respectful manner
- Be fair and honest in their dealings with others on site and behave in a manner that encourages constructive communication between other volunteers and the community
- Demonstrate courteous and sensitive behaviour that does not discriminate against people
- Guard against a misuse of their position to gain an unfair advantage for themselves or others
- Avoid unnecessary physical contact
- Be punctual and reliable
- Advise the designated contact person if unable to perform their role for any reason
- Conduct themselves in a manner that will not reflect unfavourably on YV ECOSS
- Have regard to appropriate clothing when working on site.
- Seek to achieve a team approach with mutual respect and trust
- Seek to develop a relationship with fellow volunteers and staff that is mature and constructive and based on mutual respect and trust
- Acknowledge the value of diversity and the right of all points of view to be heard and considered

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- Contribute to a working environment that is free from harassment or bullying

### Accountability

- a) Volunteers must respect and maintain confidentiality
- b) Information obtained by a volunteer as a result of his or her role is not to be used for any purpose that results in an adverse impact on YV ECOSS.
- c) Volunteers should not make comments to the media unless authorised by their designated supervisor.

### Compliance with this Code of Conduct

- a) Volunteers are personally responsible for ensuring that compliance with this Code of Conduct occurs
- b) YV ECOSS staff supervising volunteers are also responsible for ensuring that volunteer compliance with the Code of Conduct occurs.
- c) Volunteers are entitled to representation if there is non adherence to the Code of Conduct. Any enquiry will have regard to the principles of fairness, equity and natural justice.
- d) Investigations undertaken regarding compliance with the Code of Conduct will be kept confidential

### Information about this Code of Conduct

Yarra Valley ECOSS is committed to providing information to volunteers to ensure that they understand the requirements of the Code of Conduct.

### Rights and Responsibilities

#### Volunteers have the right to:

- a) Be treated in accordance with equal opportunity and anti-discrimination legislation
- b) Be given accurate and truthful information about the volunteer program
- c) Work in a healthy and safe work environment in accordance with the OH & S Act
- d) Be given a copy of the YV ECOSS Volunteer Policy and this Code of Conduct.
- e) Have access to any other policy or procedures that affects the volunteer's role

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- f) Have agreed hours of volunteering.
- g) Be provided with induction to the volunteer program.
- h) Have your confidential and personal information dealt with in accordance with the principles of the Privacy Act of 1988
- i) Be provided with appropriate training and support to carry out your role

### Volunteers have a responsibility to:

- a) Be reliable and accountable for their actions
- b) Respect confidentiality and carry out their activities as directed.
- c) Agree to work in a safe and healthy manner and ask for support when you need it
- d) Be committed to the organisation and its volunteer philosophy
- e) Undertake training as required by the organisation
- f) If possible, give notice before you leave the organisation
- g) Value and support other team members
- h) Have respect for our environment, surroundings and equipment
- i) Comply with the requirements of this document.

### YV ECOSS has a right to:

- a) Make decisions about the placement of volunteers
- b) Discuss volunteer work according to organisational policies and procedures
- c) Expect volunteers to perform given tasks to the best of their abilities
- d) Expect from all volunteers respect and courtesy towards clients, paid and voluntary staff
- e) Set guidelines of volunteer roles
- f) Discontinue the arrangement with a volunteer who is not appropriate for the volunteer work

### YV ECOSS has the responsibility to:

- a) Provide a clear outline and any required documentation of any voluntary duties
- b) Provide induction and any necessary training
- c) Set clear lines of communication about complaints and conflict resolution procedures
- d) Provide safe healthy working conditions
- e) Include volunteers in relevant decision making processes
- f) Provide supervision and support
- g) Provide emergency procedures and guidelines

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- h) Provide clear policies relating to the role of volunteers and their management within the organisation

I have read and understood and agree to abide by the Yarra Valley ECOSS Code of Conduct while at ECOSS.

Signed:

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Name:

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Witnessed by:

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Name of Witness:

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Date: