

The Duke of Edinburgh's Award in Australia



National Policy

VOLUNTEER CODE OF CONDUCT

As a volunteer with The Duke of Edinburgh's Award in Australia (The Program), I have read and understood the principles and requirements of The Program and the role(s) I will be undertaking. I will:

1. Exercise due care and diligence in carrying out my role and responsibilities;
2. Comply with all policies and codes of conduct of The Program particularly in relation to emergency plans, assessment of activities and the conduct of Adventurous Journeys which are applicable to me;
3. Comply at all times with all applicable laws relevant to fulfilling my obligations to The Program;
4. Consent to undergo a police and/or referee/background check when requested by The Program;
5. Undertake training and meet accreditation requirements, as appropriate;
6. Respect the privacy of persons served by The Program and hold in confidence sensitive, private and personal information. (Reports of child abuse or neglect will be handled under the relevant State/Territory legislation).
7. Handle all personal information collected in relation to the Award Program in a manner which complies with the Privacy Policy of the National Award Authority, the National Privacy Principles contained in the Privacy Act 1988 (Cth) (Privacy Act) (regardless of whether I am otherwise obliged to comply with that Act) and any other relevant privacy legislation. I acknowledge that individuals have the right to request access to the personal information held about them;
8. Subject to any relevant laws, immediately advise of any matter of which I am or become aware of that has or could lead to a criminal conviction in respect of any officer or employee of us and any assessor, instructor or volunteer involved, whether directly or indirectly, in the management and/or delivery of the Award Program.
9. Represent The Program with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
10. Follow through and complete accepted tasks.
11. Conduct myself in a respectful manner, exhibit good sporting conduct, and be a positive role model.

12. Display respect and courtesy for employees of The Program, other volunteers, program participants, visitors, clients and property.
13. Provide a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
14. Work cooperatively as a team member with employees of The Program and other volunteers.
15. Avoid conduct that would jeopardise the effectiveness or reputation of The Program

And, as a volunteer with The Duke of Edinburgh's Award in Australia, I will not:

1. Use vulgar or inappropriate language.
2. Solicit gratuities, gifts or bequests for personal or professional benefit.
3. Use or be under the influence of illegal drugs.
4. Consume or be under the influence of alcohol or consume tobacco while in contact with Award participants.
5. Discriminate on the basis of race, colour, religion, sex, age, national origin, marital status, disability or sexual orientation.

Name: _____

Signature _____ Date _____