

CODE OF CONDUCT

Attendance

Volunteers are required to be punctual and attend regularly. If you are unable to attend you must notify the manager promptly.

Presentation

Volunteers should present themselves to reflect a positive and professional image of Longbeach PLACE Inc. Your appearance should be neat and appropriate for the area in which you are volunteering.

Confidentiality

In line with the *Victorian Information Privacy Act* and the Longbeach PLACE Inc *Privacy Policy*, I will not divulge any confidential information or private details regarding participants or personnel, of Longbeach PLACE Inc, to anyone outside the organisation unless I have the permission of the person concerned.

I will maintain confidentiality after my connection with Longbeach PLACE Inc has finished.

Impartiality

Volunteers are expected to demonstrate impartiality to participants, regardless of factors such as race, creed, political views or lifestyles.

Smoking, Drugs and Alcohol

Smoking is not permitted within the Longbeach PLACE Inc building and volunteers must not be under the influence of any illegal substances or alcohol.

Volunteers must advise the manager if they are taking any prescription drugs and/or medical conditions which may affect their ability to perform their duties.

Telephone, Email and Internet

Telephone, email and internet may only be used to undertake the business functions of Longbeach PLACE Inc while volunteering.

Any inappropriate or illegal use of the communications systems at Longbeach PLACE Inc, which includes downloading and/or distribution of materials without permission from the manager or Governance Committee may result in the volunteer role no longer continuing.

Referral

I will refer participants to staff where the assistance they require falls outside of my role and/or expertise.

Advice

I will not give advice to participants unless I am a qualified counsellor and formally engaged in this role by the organisation (incorrect or misleading advice can have legal implications).

Media and Public Statements

Volunteers are not speak to the media or make public statements on behalf or about Longbeach PLACE Inc. All media inquiries are to be referred to the manager.

Intellectual Property

Any information including documents, plans, ideas, photographs or data belonging to Longbeach PLACE Inc or created for Longbeach PLACE Inc within your volunteer role is confidential and subject to Intellectual Property Rights. The use of intellectual property requires written permission from Longbeach PLACE Inc.

Responsibility to Governance Committee

I will at all times be subject to the policies and decisions of the Governance Committee and any other rules or regulations that the committee may, from time to time, make current and operative. If the committee terminates my services, or for whatever reason I am no longer involved with Longbeach PLACE Inc I will regard as binding upon me all pledges of confidentiality appropriate to my previous position as a member of the organisation.

In the event of my contravening any of the provisions of this Code of Conduct the Governance Committee may terminate my services.

Tutor Addendum

In the event of termination of my services as a tutor or facilitator, I pledge not to contact students enrolled at Longbeach PLACE Inc for the purpose of recruiting them into classes taught by myself, whether privately run or at another organisation for a period of 2 years.

Acceptance of the Code of Conduct

I will subscribe to this Code of Conduct and agree to abide by the Longbeach PLACE Inc. Privacy Policy. I will upon appointment, and prior to the commencement of duties, sign this Code of Conduct and copies shall be retained by the Governance Committee.

Signed: _____

Date _____

Witness (name) _____

Signature _____