



GV Pride – Volunteer/ Staff Code of Conduct – September 2023

Introduction:

This Code of Conduct attempts to clarify the standards of behaviour expected of volunteers /staff when volunteering or working for Goulburn Valley Pride Incorporated (GVP) and their Activities - Festivals, Programs and Events. This also includes when you are volunteering or working in a retail space or at point-of-sale event.

The Code of Conduct provides a general overview and applies to all volunteering/working activities and areas within Goulburn Valley Pride Inc. Some events/festival may require observance of additional standards relevant to requirements of the event. This would be advised by GVP's current Volunteer Coordinator and in their absence a representative of GVP Executive Committee.

Volunteer Standards:

Goulburn Valley Pride expects all volunteers/staff will adhere to the following standards:

- **Confidentiality:** I will respect the privacy of service users, volunteers, and staff, and adhere to the established policies of confidentiality, organisational processes and procedures and government legislation
- **Non-Discrimination/Equity:** I will not discriminate against or harass any staff member, volunteer, staff member or service-user based on race, creed, colour, physical attributes, place of origin, ethnic origin, ancestry, citizenship, political or religious affiliation, gender, sexual orientation, age, marital status, family relationship, HIV status, economic status, identity, disability or record of offences. I will be sensitive to individual and group differences and diversity. I will honour all service users' rights to self-determination and agree to support people in making their own personal choices.
- **Aggressive Behaviour:** I will undertake my volunteer role without any aggressive behaviour, including physical and verbal abuse or intimidation. I acknowledge that this behaviour is not appropriate and will not be tolerated.
- **Sexual Harassment:** I will not sexually harass any person when I undertake my volunteer role. I understand that sexual harassment includes any unwelcome behaviour of a sexual nature that could be reasonably expected to make someone feel uncomfortable, offended, humiliated, or intimidated.
- **Professional Boundaries:** I understand that the volunteer/staff role at Goulburn Valley Pride is a professional role, with types of work and contact times specified by Goulburn Valley Pride. Close personal friendships or relationships of a romantic or sexual nature are not permitted with any service user whom I am working with in my volunteer role. If I find myself in a situation where I believe professional and private boundaries are becoming blurred or may be affected by existing relationships, I will discuss the issue with the event leader or the Volunteer Coordinator immediately.

- **Limits of Role:** I agree to volunteer/work within the limits of my role as per the Volunteer position description Position Description as specified by my immediate supervisor I will ask for assistance from Lead event organiser or the Volunteer Coordinator if I am unsure about any aspect of my role or if I am uncomfortable with something I have been asked to do.
- **Work Ethic and Accountability:** I will undertake my agreed volunteer duties consistently, diligently, and professionally, and I will be punctual. I agree to receive constructive feedback from the Event Leader or the Volunteer Coordinator, in either formal supervision sessions or informal communications, as this provides accountability for the performance of assigned duties and is an opportunity for me to receive guidance and support.
- **Conflict of Interest:** If I believe I may have a conflict of interest in my volunteer role, I will discuss this with my Volunteer Coordinator. I commit to being truthful in all matters relating to my volunteer role with GV Pride.
- **Alcohol and Drug Use:** I will not be under the influence of alcohol or drugs while performing my volunteer duties. I will not deal in illegal substances or encourage their use and will not participate with clients in drug or alcohol use.
- **Smoking or Vaping** – If I need to smoke or vape, I will move away at least 20 metres from the area I am volunteering/working.
- **Transport** – I agree that if I am volunteering to provide transport for clients of GV Pride, I am responsible for ensuring that my car is in roadworthy condition, and that I have a valid driver's licence and current registration and comprehensive insurance.
- **Training/Development** – I agree to complete the necessary training for my volunteer role with GV Pride, as outlined by the Volunteer Co-ordinator and as indicated by program agreements. I will attend program meetings and will continue to be updated on new information and relevant professional development opportunities such as seminars and workshops offered both within and outside of GV Pride. I agree to attend meeting either in person or virtually as outlined by the Volunteer Coordinator, I will update GV pride if any of my personal details change and I will maintain a current Working with Children Check at all times, when I renew this I will ensure it is through to GV Pride following the directions of GV Pride.
- **Non-Compliance:** I understand that failure to adhere to any part of this agreement may result in suspension from my duties and/or termination of my volunteer relationship with GV Pride.

Declaration:

I have read the Code of Conduct, and I understand and accept the standards expected of me when volunteering with GV Pride. I understand there may be additional standards that I am expected to adhere to depending on the area I volunteer in.

Name: _____ _____	Signature: _____	Date: _____
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