

## **STROMLO FOREST PARK**

### **Volunteer Code of Conduct**

Stromlo Forest Park greatly values the unique contribution of the volunteers who give their time to enhance and extend the services we deliver to the community and to the Park.

This document has been formulated to clarify the type of conduct that is expected of volunteers participating in programs and activities supporting Stromlo Forest Park within our facilities and public spaces. Stromlo Forest Park abides by the *Public Sector Management ACT 1994* to ensure it upholds public sector values, standards of conduct and best practice focus.

### **Safety**

- Put safety first in all of our activities and follow safety procedures at all times
- Take care that we do not adversely affect the health and safety of ourselves or others
- Promote healthy and safe work practices
- Follow our duty of care to ourselves and others
- Report all injuries, illnesses, accidents and near misses immediately to Stromlo Forest Park or Trail Maintenance contractor
- Refrain from the use or possession of alcohol and illegal drugs at any time whilst volunteering

### **Respect**

- Act impartially and respect the cultures, beliefs, opinions and decisions of others
- Treat Stromlo Forest Park staff and contractors, other volunteers and visitors with courtesy, sensitivity, tact, consideration, and humility
- Seek to understand and appreciate each other's abilities by working together and providing support
- Honour the confidentiality people place in us
- Not harass or coerce staff, contractors, public, or other volunteers

### **Communication**

- Respect constructive comment and feedback
- Seek advice whenever appropriate
- Do not make a comment that you are not authorised to make where the comment may be regarded as an official comment or cause reputational damage to Stromlo Forest Park (including comments on personal social media accounts)

### **Self-discipline**

- Exercise self-control in managing stress, anger, and behaviour
- Know when to walk away
- Recognise our limitations and those of others

### **Integrity and Honesty**

- Give honest, constructive feedback and value the input of others
- Be truthful with staff, contractors and other volunteers
- Admit when we are wrong and accept responsibility for our actions
- Do not take improper advantage of your position or information acquired, or have access to, for the benefit of yourself or others
- Do not disclose without lawful authority any sensitive information acquired, or have access to as a consequence of your duties
- Do not make improper use of the property of the Territory, and avoid waste

### **Comradeship and teamwork**

- Recognise and acknowledge each other's skills and abilities
- Create an environment that is supportive and encouraging to all members
- Acknowledge that our combined efforts exceed the sum of our individual efforts
- Accept that there are differing roles within the team
- Promote participation and cooperation

### **Leadership and discipline**

- Endeavour to balance organisational and individual needs
- Recognise the chain of command as part of our leadership structure
- Comply with any lawful and reasonable direction given by a person of authority
- Encourage non-confrontational leadership
- Give clear directions
- Lead in a responsible, patient and motivational manner
- Defuse conflict by focusing on the issues
- Act in a responsible manner at all times

### **Equity and Diversity**

- Treat all people as unique individuals and value their beliefs, opinions, knowledge and experiences
- Use appropriate language that will not offend others
- Actively discourage bullying, victimisation or demeaning humour
- Stand up for the rights of others as well as our own
- Recognise and congratulate the achievements of others
- Value others irrespective of race, religion, colour, age, gender, or beliefs