

Prue Cutts

INDEPENDENT FOR RINGWOOD

Volunteer code of conduct

Welcome to the team!

We are a grassroots group of local residents working towards genuine community representation independent of major party influence.

As a volunteer, you can expect a welcoming, inclusive space where any time you give – whether minutes or hours - will help us strengthen democracy and do politics differently in Ringwood.

Volunteer Role

As a volunteer you:

- are not an employee of the Campaign and, unless otherwise agreed to in writing, the work you carry out is provided on a voluntary basis and you will not be paid for that work.
- will only perform the tasks which the Campaign team has asked or authorised you to perform.
- will be conscious to ensure that any comments you make about the election or the Campaign are clearly expressed as your own and not made on behalf of the Campaign.

About the Code of Conduct

The campaign code of conduct sets clear rules for a respectful, transparent, and welcoming community. Active volunteers must read and follow this code while engaging in any Campaign activities, wearing a Campaign t-shirt, or attending any Campaign events.

Code of Conduct Rules

- **Be honest:** Tell the truth and act with integrity.
- **Be respectful:** Treat others well; do not speak negatively about political opponents or others.
- **Include everyone:** Welcome different backgrounds and opinions.
- **Show kindness:** Build unity instead of division.
- **Listen well:** Keep an open mind to all views.
- **Stay positive:** Strive to do your best work.
- **Learn and grow:** Use facts and accept helpful feedback.
- **Be accountable:** Follow the law and build trust.

Confidentiality

Any information provided to you that is identified as, or appears to be, confidential in nature must be kept confidential and used only for its intended purpose. You may not share it with anyone unless required to by law.

Intellectual Property

Any material or content you develop for the Campaign may be used by the Campaign unless you have advised us otherwise.

Photo and Video Consent

Unless you otherwise notify us, you agree that any photos or footage taken of you whilst volunteering may be used by the Campaign, including through our social media channels.

Safety and Wellbeing

Prioritise the safety and wellbeing of yourself and others.

- Leave any unsafe or uncomfortable situation immediately.
- Report any misconduct or incidents to your Volunteer Manager or a senior Campaign Team member. All complaints are investigated promptly and confidentially.
- Contact Triple Zero in the event of any medical emergency or imminent threat.
- Wear weather/work appropriate attire and ensure you bring snacks, water, your phone and sunscreen.
- Manage your workload and take a break from volunteering if you need to.

Insurance

The Campaign provides insurance coverage for volunteers injured while volunteering, including certain out-of-pocket medical expenses and lost income. A copy is available on request. Coverage may not apply where a volunteer is under the influence of drugs or alcohol, undertakes unauthorised tasks, engages in criminal activity, or acts dishonestly or recklessly.

Ihereby agree to abide by the above code of conduct.

Signature:.....

Date:.....