



# Volunteer Code of Conduct and Confidentiality Statement

## Code of Conduct and Confidentiality Statement

The purpose of this document is to inform Volunteers of the standards of conduct and confidentiality required when undertaking volunteering activities for Bosom Buddies. We are an inclusive charity, and everyone is expected to act honestly, conscientiously, respectfully and in good faith in their relationship or interactions with other people.

### Code of Conduct

As a volunteer you are representing and acting on behalf of *Bosom Buddies* and as such it is expected that you will:

- be mindful of behaviour, actions, language, and relationships with others
- embrace a welcoming, inclusive, and safe environment for everyone
- be aware of diversity and cultural differences
- respect the privacy of individuals
- comply with all relevant Australian and State/Territory legislation
- be present at the agreed times and inform Bosom Buddies if unable to volunteer/work
- perform duties and responsibilities in a safe, efficient, and competent way
- follow lawful and/or reasonable direction, instructions, and policies
- if relevant maintain a Working with Vulnerable People Card
- disclose, at the earliest opportunity, any conflict of interest, whether real or perceived, and
- observe safety procedures including:
  - keeping yourself and others safe at all times
  - notifying the Executive Officer/Management Committee about hazards or potential hazards in the working environment,
- notifying the Executive Officer/Management Committee member of any accident, incident, or property damage.

### Confidentiality Statement

As part of my volunteer role, I understand that I may have access to confidential information (verbal and written) relating to volunteers, Management Committee members, individuals etc. and the business and strategic priorities of *Bosom Buddies*.

As a Volunteer I agree:

- that information is to be treated confidentially and discussed only within the boundaries of my volunteer position.
- that announcement of decisions relating to the business of *Bosom Buddies* will be made through the appropriate communication channels.
- not to discuss these same matters after I have left my volunteer position at *Bosom Buddies*.
- to respect the intellectual property of *Bosom Buddies* and not to pass on any forms or documentation I may use while volunteering for *Bosom Buddies* to anyone outside of the charity.

I understand breaches of this agreement may lead to a notification of unacceptable behaviour and could result in termination of my volunteering role.

Signed:.....Date:.....