Coffs Harbour Regional Landcare Inc

Code of Conduct

All members and staff of, and volunteers and contractors with, Coffs Harbour Regional Landcare will:

- Actively support the objectives of the organisation
- Respect and comply with all of the organisation's policies and procedures
- Act in accordance with all applicable Australian laws
- Work within the boundaries of their respective position descriptions (staff)
- Work according to the procedures set out in the Volunteer Manual (volunteers)
- Work according to the Work Services Agreement provided at the time of engagement (contractors)

General behaviour

- Behave with integrity and honesty in a way that upholds the reputation of the organisation
- Treat everyone with respect and courtesy and without harassment
- Comply with lawful and reasonable requests
- Perform assigned duties as well as possible considering your skills, experience, qualifications and position
- Use resources and equipment in a safe and appropriate manner
- Request assistance when needed to undertake an activity competently and safely
- Participate in meetings and training as required and requested
- Disclose and take steps to avoid any conflict of interest
- Not provide false or misleading information
- Adhere to all accounting procedures and practices of the organisation

Work Health and Safety

- Adhere to all work health and safety procedures and practices of the organisation
- Always act with sufficient care to ensure the safety of all
- Not be under the influence of alcohol or drugs while undertaking assigned duties

Safety, welfare and well-being of children and young persons

- Consider child safety risks in event / activity planning to provide a child-safe, child-friendly environment for children and young persons engaged in CHRL activities,

keeping children and young persons safe from all forms of harm and creating a trusting environment where they are valued, respected and welcomed.

- Act professionally and maintain a respectful and professional distance around any child or young person while participating in CHRL activities. Avoid being alone with children or young persons.
- Avoid any behaviour around children and young persons which might be considered by a reasonable person as inappropriate, including but not limited to:
    - having a sexual or intimate relationship;
    - using sexual innuendo or inappropriate language;
    - holding conversations involving disclosure of private information about themselves;
    - giving gifts of a personal nature;
    - taking inappropriate photographs; or
    - having contact via social media, text, phone, email or letters in inappropriate circumstances.
- Recognise circumstances that may involve inappropriate behaviours towards a child and report their concerns to the site coordinator or CHRL Child Safety (CSO) in accordance with the Child Safe Reporting requirements outlined in the CHRL Child Safe Policy.
- Ensure that any child that approaches them with a concern or complaint about another member's behaviour towards a child is appropriately supported and the matter immediately reported to the site coordinator or CHRL CSO.
- Report any immediate risk to a child or young person to the NSW Police.

Public comments

- Do not make representation on behalf of or in relation to Coffs Harbour Regional Landcare, including on social media, unless authorised to do so in accordance with the Coffs Harbour Regional Landcare Communications and Media Relations Policy.
- Maintain confidentiality and always use appropriately any information obtained whilst undertaking activities on behalf of Coffs Harbour Regional Landcare, ensuring compliance with the Coffs Harbour Regional Landcare Privacy Policy.
- Do not publish or distribute photographs without seeking permission from the people photographed and the photographer.
- Behave in a politically neutral manner while acting on behalf of or in relation to Coffs Harbour Regional Landcare.