

## Gympie Region Volunteer Centre

### CODE OF PRACTICE FOR MEMBER ORGANISATIONS

#### **THIS CODE HAS BEEN ENDORSED BY VOLUNTEERING AUSTRALIA**

In order to enhance the volunteers' experience and comply with legislation and duty of care a voluntary organisation agrees to:

- Interview and engage volunteer staff in accordance with anti-discrimination and equal opportunity legislation;
- provide volunteer staff with orientation and training;
- provide volunteer staff with a healthy and safe workplace;
- not place volunteer staff in roles that were previously held by paid staff or have been identified as paid jobs;
- differentiate between paid and unpaid roles;
- define volunteer roles and develop clear job descriptions;
- provide appropriate levels of support and management for volunteer staff;
- provide volunteers with a copy of policies pertaining to volunteer staff;
- ensure volunteers are not required to take up additional work during industrial dispute or paid staff shortage;
- provide all staff with information on grievance and disciplinary policies and procedures;
- acknowledge the rights of volunteer staff;
- not ask a volunteer to work in a voluntary capacity for more than 16 hours per week;
- ensure that the work of volunteer staff complements but does not undermine the work of paid staff;
- offer volunteer staff the opportunity for professional development;
- reimburse volunteer staff for approved out of pocket expenses incurred on behalf of the organisation;
- treat volunteer staff as valuable team members, and advise them of the opportunities to participate in agency decisions;
- acknowledge the contributions of volunteer staff;
- ensure that all voluntary work is undertaken on a voluntary basis and without coercion;
- offer volunteers work opportunities appropriate to their skills, experience and aspirations;
- maintain written policies and implement procedures to ensure the safety and well-being of volunteers, including maintaining appropriate current volunteer Personal Accident insurance and Public Liability insurance which includes volunteer workers; (refer to insurance info sheet)
- maintain policies and implement procedures in compliance with all legislation pertaining to volunteer workers. In particular, the *Work Health and Safety Act 2011*, *Anti-Discrimination Act 1991*, *Privacy Amendment (Private Sector) Act 2000*, and any other legislation that is relevant to volunteer workers; and
- ensure the tasks and activities undertaken by volunteers benefit the community and that volunteers do not derive financial gain for themselves.