

## DEW Volunteer Code of Conduct

The Code of Conduct is an important document which guides the proper conduct of all DEW volunteers. It states the organisation's values, general standards of operation and expected ethical conduct. The South Australian Government's *Guideline of the Commissioner for Public Sector Employment – Volunteers* informs this Code of Conduct through its 8 principles of service, professionalism, trust, respect, collaboration and engagement, honesty and integrity, courage and tenacity, and sustainability. Please refer to [Attachment B: Principles of Conduct for South Australian Public Sector Volunteers](#) for further information. It is a requirement for volunteers to act in a manner consistent with these principles and the values and standards of professional conduct that are set out in the 'DEW Volunteer Code of Conduct' below:

### Volunteers:

- Will remain at all times respectful of the public, volunteers and staff members; treating people with courtesy, sensitivity, honesty and fairness
- Understand they are offering their services free of charge and will not receive any remuneration for those services (excluding some approved 'out of pocket' expenses)
- Will actively participate in any necessary training and induction sessions provided, and will adhere to DEW's policies, procedures and guidelines
- Will follow all reasonable directions provided by an 'activity team leader' or DEW staff member
- Will not consume alcohol or use illicit drugs, or be under the influence of alcohol or illicit drugs, while participating in volunteer activities, in accordance to DEW policy
- Do not have the legal authorisation to perform compliance duties as a National Parks and Wildlife Service South Australia's warden
- Will not undertake DEW volunteer activities unless prior approval is given by appropriate DEW staff
- Will not use or modify DEW infrastructure or property (unless authorised by DEW staff); and will appropriately use and maintain DEW equipment in line with Standard Operating Procedures
- Will participate in a safe manner, complying with all DEW's Work Health and Safety (WHS) policies and procedures; reporting any accident, injury or near miss immediately to DEW staff

- Will refrain from imposing religious, political or personal opinions or comments to the public, volunteers and staff members, whilst representing DEW
- Will wear appropriate clothing for volunteer activities; including any uniform provided in a neat and tidy manner
- Will have the necessary clearance checks, licences and/or requirements to participate in volunteer activities
- Will not disclose or use for personal gain official state government information that may be obtained in the course of DEW volunteer activities
- Must ensure that personal interests do not influence the way volunteer activities are conducted and must declare any known conflict of interest
- Will refer all media enquiries to a DEW staff member and not make any public comment, in which a volunteer is representing a DEW volunteer program (including social media)
- Understand that DEW has the right to not accept, suspend or dismiss volunteers (if deemed necessary)

## Volunteer Terms and Conditions

In line with the *DEW Volunteer Code of Conduct* and program guidelines; volunteers must read, understand and agree to the 'Volunteer Terms and Conditions' before participating in any DEW volunteer activities:

- I acknowledge, understand and will adhere to the *DEW Volunteer Code of Conduct* whilst participating the DEW volunteer activities
- I will declare any medical conditions and pre-existing injuries that may affect me in my volunteer role
- I understand when joining a **volunteer activity** on *Better Impact* that the activity organiser has access to some of my registration details including contact information
- I consent to photographs and/or videos being taken of me during an activity which may be used by DEW for promotional purposes. If I do not wish my photo to be taken at an activity, I will convey this to the 'activity team leader' or staff member on the day

- I understand that DEW has the right to not accept, suspend or dismiss volunteers (if deemed necessary)