



ALL SERVICES

VOLUNTEER RIGHTS & RESPONSIBILITY STATEMENT

Wesley acknowledges and values the contribution all volunteers make towards the achievement of Wesley's vision and values, Hope, Compassion and Justice; providing care and support for disadvantaged members of our community.

A volunteer of Wesley has the **right** to:

- A volunteer Position Description
- Induction and training opportunities
- Supervision, guidance and support to perform their role
- Raise issues and concerns through the Wesley grievance procedure.
- Be treated fairly, honestly and recognised as a valued team member
- Receive a copy of the volunteer policy and access to relevant program policies and procedures
- Work in a healthy and safe environment in accordance with the principles of Occupational Health and Safety Act
- Be treated in accordance with Equal Opportunity and Anti Discrimination legislation
- Be adequately covered by insurance
- Have personal information dealt with in accordance the Privacy Act
- Temporarily or permanently cease their volunteer role with Wesley
- Receive formal acknowledgement of cessation of volunteering
- Request a change in your volunteer role, either within a program or to another Wesley Program

As a volunteer of Wesley your responsibilities **are** to

- Fulfil your role as outlined in the Volunteer Position Description
- Be reliable and maintain agreed commitments
- Participate in training and information sessions as requested
- Ask for support when needed
- Comply with legislation, regulations and Wesley policies, procedures and work instructions as applicable to your role
- Take reasonable care to protect your own health and safety and that of others
- Report any incident or hazard related to your volunteering role, including circumstances in which a service users places themselves or others at risk
- Respect privacy and maintain confidentiality
- Advise Wesley of changes in contact details or circumstances that may affect your volunteering commitment (eg. health, family, holidays)
- Provide fair and adequate notice when discontinuing involvement with the volunteer role
- Value and support other team members
- Be respectful of other people's views and not impose personal values or beliefs on others



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Code of Conduct

This Code of Conduct is grounded in the values of Wesley Mission Victoria of Hope, Compassion and Justice. The Code reflects our commitment to working together to promote an ethical, just and responsible work environment for all members of our community. The Code empowers us to carry out our respective roles and responsibilities in a way that promotes a better working environment for ourselves and for everyone with whom we come into contact.

- Volunteers have the same duty of care responsibilities for our service users as other team members; ensuring they are treated with due regard and decency.
- Be open, clear and honest in all communication, building on trust and integrity
- Work cooperatively in order to build team work and respect with your team members, building on a positive workplace culture
- Abide by all Wesley workplace policies
- Abide by Wesley's smoking, drug and alcohol policy at all times
- Treat service users fairly and not abuse or exploit their position for personal gain.
- Act lawfully in all circumstances. In the event of a charge or conviction whilst being an active volunteer, this information needs to be passed immediately onto your Supervisor
- Respect confidentiality and privacy of Wesley and those you are in contact with during your volunteer role
- Be mindful and discuss any potential or perceived conflict of interest with your Supervisor
- Must act in such a way as to ensure that the good name and integrity of Wesley is maintained at all times
- Ensure the workplace is free from harassment, discrimination and bullying when dealing with other team members
- Any comment, opinion or information to the media relating to the business of Wesley is not permitted without being authorised to do so.
- Only use Wesley property for authorised Wesley matters, or as otherwise directed; with careful use of Wesley property to be maintained at all times
- Neat and professional clothing appropriate to the role in the workplace is expected.
- At all times act within your position description and agreed role

I, (*print name*)....., have read, understood and agree to abide by the above rights, responsibilities and code of conduct.

Volunteer's Signature

Date