



Good Omen Goodeze Inc

Volunteer Code of Conduct

Authorised by:	
Authorisation date:	
Review date:	

About Good Omen Goodeze Inc	<p>Good Omen Goodeze (GOG) is a charity which engages Canberrans of all walks of life to create beautiful comfort items for patients, families and staff in the ACT health services.</p> <p>Our vision is <i>'Providing warmth and comfort for those in need, one stitch at a time'</i>.</p> <p>We focus on crafting items for people in intensive care, aged care and end of life settings. We also reach out into other areas of the community including children's vaccination services, local charities, walk in centres and the ACT Ambulance Service.</p> <p>GOG facilitates working bees, workshops, public events and online activities which enable our members and the broader community to learn and share a love of crafting, all with the aim of giving back to people in need.</p>
Purpose and Scope	<p>The purpose of the Code of Conduct for Volunteers is to set out the standards of behaviour expected from volunteers of GOG.</p> <p>GOG deems a volunteer to be a person over the age of 18 who assists in the conduct of the charity's operations. This includes administration, governance, workshop facilitation, and the packaging and transportation of goods.</p> <p>The Code of Conduct applies to GOG volunteers and their interactions with other GOG volunteers, GOG members, public/private/not for profit sector officials as well as the general public.</p> <p>All volunteers must read, sign and comply with this code of conduct before undertaking any activities with, or on behalf of, GOG.</p>

Volunteer Code of Conduct

All volunteers are REQUIRED to:

1. Perform their role to the best of their ability.
2. Perform their role safely and take reasonable care for their own health and safety and the health and safety of others.
3. Follow any instructions or directions reasonably given to them by the Executive Officer/Executive Committee.
4. Read and follow GOG's policies and procedures [IF APPLICABLE].
5. Treat others with fairness, dignity and respect.
6. Be polite, respectful, and courteous at all times and in all interactions with volunteers, GOG members and members of the public.
7. Follow the reporting procedure to report any health and safety concerns.
8. Follow the reporting procedure to report conduct which does not comply with this Code of Conduct.
9. Respect the privacy of other GOG members, volunteers and members of the public.
10. Work cooperatively and in the spirit of team-work.

Volunteers MUST NOT:

1. Say or do anything which would bring GOG into disrepute.
2. Engage in bullying, harassment, abuse or intimidation against other volunteers, GOG members or members of the public.
3. Engage in behaviour which is directly or indirectly discriminatory on the basis of race, gender, age, disability or sexuality.
4. Communicate externally on behalf of GOG without authorization from the Executive Officer/Executive Committee.
5. Be affected by drugs or excessive alcohol consumption.
6. Engage in illegal activity.

<p>Reporting procedure</p>	<p>The Code of Conduct requires volunteers to report any health and safety concerns and conduct which does not comply with the Code of Conduct.</p> <p>Concerns should be immediately reported to:</p> <p>Mary Liondi-Barlow, Executive officer, 0415 464291.</p> <p>An Incident Report Form can be found on our website or you can request a copy via email: admin@goodomengoodenze.org.au.</p> <p>Concerns of a sensitive or personal nature will be treated confidentially by GOG.</p>
<p>Breach of Code of Conduct</p>	<p>Breach of the Code of Conduct may lead to GOG restricting or terminating a volunteer's position.</p> <p>GOG is not required to provide reasons for restricting or terminating a volunteer's position but may choose to do so.</p>
<p>Further Information</p>	<p>A copy of this code of conduct can be found online at: www.goodomengoodenze.org.au</p> <p>For further information please do not hesitate to contact Mary Liondi-Barlow via email: eo@goodomengoodenze.org.au</p>

I agree to comply with the Volunteer Code of Conduct. I understand that I perform all my duties on a voluntary basis and will not be remunerated for the work I undertake. I agree to only undertake duties as directed and authorised by the Executive Office/Executive Committee. I understand that GOG is not obliged to engage me as a volunteer and that GOG has the right to change or limit my duties as a volunteer, including the right to terminate my volunteer position.

Signed: Name:

Date:

Please email this form to admin@goodomengoodenze.org.au or bring it along in person to a volunteer session.

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