

Code of conduct

A code of conduct is the foundation of the working relationship between an organisation and its volunteers. A code of conduct clarifies the expectations of both parties in relation to length of time commitment, confidentiality, attendance at training, and adherence to the organisation's policies and procedures. Below is a sample code of conduct, which can be adapted to suit the needs of your organisation.

Template Code of Conduct

This Code of conduct demonstrates how we value our volunteers. We want to assure you that we appreciate your contribution to our organisation. We are dedicated to ensuring that you have a quality volunteer experience which is both productive and rewarding.

We agree to accept the volunteering services of: (Name) _____, beginning on _____ and ending on _____.

The volunteer agrees to volunteer for _____ hours on the following days:

Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun ☐

The volunteer role is: _____ and the volunteer will be supervised by _____

'X' Organisation commits to the following:

- To provide adequate information and training so you may meet the expectations as described in volunteer role description.
- To allow for a six-week trial period.
- To explain what is required of you and to induct, train and support you to achieve desired results
- To assign you with a named supervisor who will provide you with regular support and supervision meetings and act as your 'go to' person.
- To treat you with respect and courtesy at all times.
- To be receptive to any comments and feedback from all our volunteers.
- To value and recognise our volunteers as a significant resource in achieving the goals of our organisation
- To deal with any issues in line with our Resolving Difficult Situations Policy

The Volunteer commits to the following:

- To fulfil my role as outlined in the attached volunteer role description.
- To perform my volunteer role to the best of my ability.
- To follow the organisation's policies and procedures.
- To meet time and task commitments and to provide sufficient notice when not available.
- To act in a way that is in line with the aims and objectives of the organisation and that enhances the work of the organisation.

Agreed to by:

Organisation's Signature _____ Date _____

Volunteer Signature _____

This code of conduct is binding in honour only, and is not intended to be a legally binding contract between the volunteer and the organisation. Neither party intends any employment relationship to be created now or at any time in the future. This agreement may be cancelled at any time at the discretion of either party.