

# **Volunteer & Staff Code of Conduct**

**As a Volunteer/Staff Member of Hackham West Community Centre, I agree to:**

- Uphold the good name and reputation of the Hackham West Community Centre at all times, especially when relating to members of the general public (eg. when talking to people outside the Centre, when talking to members of user groups of the Centre etc.)
- To support and respect all other members of the Volunteer team regardless of skill level, ability, or time commitment.
- To respect the fact that the Centre Board of Management members are primarily volunteers and that they are doing their best to ensure that the Centre is run effectively and in response to community needs.
- To use the appropriate Grievance Procedure when problems occur or issues arise.
- To make Hackham West Community Centre a safe and welcoming environment for all Volunteers and the general public by not participating in any form of harassment or abuse (verbal, sexual, racial or physical).
- Use safe work practices at all times.
- Be actively involved in the effective resolution of any situation or conflict which threatens the smooth running of the Centre.
- Abide by the Centre's policies and procedures.
- Not interfere with the work being undertaken by other Volunteers.
- To respect the building and property of the Centre at all times.
- Deal with problems if they should arise by going through the appropriate channels rather than engaging in open discussion with other staff, which only compounds the problem rather than moving towards a solution.
- Present in a clean and tidy manner.
- Be drug and alcohol free at any time I am representing the Centre as a Volunteer, other than at times deemed appropriate by the Chairperson of the Board of Management or the Senior Manager.

## **HACKHAM WEST COMMUNITY CENTRE**

44 Glynville Drive  
Hackham West, SA 5163  
Ph: (08) 8384 1065  
hackhamwestcommunitycentre@gmail.com  
www.hwcc.net.au

**Our  
community  
centre.  
The heart  
of HackhamWest.**

**Further to this, I understand that I am participating as a volunteer:**

- Of my own free will.
- To benefit the Hackham West Community Centre and the wider community.
- To complement and extend the work of paid staff.
- Without monetary reward (except for reimbursement of reasonable out-of-pocket expenses which may be incurred in performing my voluntary duties).
- Without any obligation upon the Centre to appoint me at a later date should I apply for paid employment.
- If my actions or behaviour are found to have seriously or persistently breached the policies and procedures of the Centre, my work as a volunteer may be terminated.

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