

Port Macquarie Historical Society Inc.

VOLUNTEER CODE OF CONDUCT

Purpose:

This Code of Conduct is the standard of behavior governing Port Macquarie Historical Society & Museum (PMHS) volunteers.

Scope:

This policy applies to all volunteers registered with Port Macquarie Historical Society and PMHS members performing volunteer duties.

Compliance:

All volunteers must act in accordance with this code.

Policy:

Port Macquarie Historical Society and Museum volunteers are expected to:

- Behave with integrity and honesty
- Act with care and diligence
- Treat everyone and each other with respect, and without harassment, victimization or discrimination
- Comply with all applicable Australian law. (Australian law means any State or Territory Act or instrument under an Act).
- Comply with any lawful and reasonable direction given by a person having authority to give the direction
- Maintain appropriate confidentiality about information acquired in the course of volunteering
- Disclose, and take reasonable steps to avoid, any conflict of interest in connection with his or her employment
- Use the resources of the PMHS in a proper manner
- Not knowingly provide false or misleading information in connection with his or her volunteering
- Not make improper use of information gained in the course of volunteering to gain, or seek gain, a gift, benefit or personal advantage or advantage for any other person
- At all times behave in a way that does not adversely affect the integrity and good reputation of the PMHS, including appropriate dress
- When acting as a volunteer, behave in a way that upholds the PMHS Volunteer Policy and the philosophy and principles of volunteering.