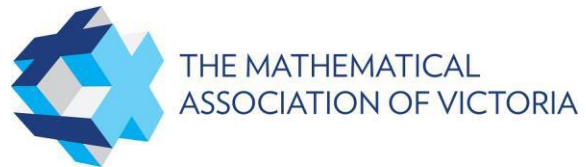


MAV CODE OF CONDUCT FOR VOLUNTEERS:



Version:3.0 February 2025

Scheduled review date: February 2027

The purpose of this Code of Conduct is to articulate the standards of conduct which are required of volunteers working for MAV. This will assist all volunteers to understand clearly the expectations of them as well as their responsibilities and obligations.

All volunteers must undertake a volunteer induction. Please contact a representative at MAV or email us at office@mav.vic.edu.au for more information.

Volunteers are expected to agree to and uphold appropriate standards of behaviour.

These standards of behaviour include to:

- support the MAV Board and/or staff in the development of an engaged and professional community and act consistently within the MAV mission.
- support MAV's policies. The Board has delegated responsibility for implementing these policies to the CEO;
- treat all members of the MAV community with honesty, integrity, respect and courtesy;
- follow all relevant policies, guidelines and instructions with regard to the safety of children and young people;
- refrain from behaviour which constitutes bullying, discrimination or any form of harassment.
- respect and comply with all Federal, State and local laws
- declare situations that may give rise to or perception of a conflict of interest
- respect the privacy of others and others' personal and sensitive information
- refrain from undertaking duties for MAV while under the influence of alcohol, illicit drugs, narcotics, or other substances that may impair your normal physical and mental abilities
- take reasonable care to ensure their own health and safety at work and avoid adversely affecting the health and safety of others; and
- present for volunteering in a timely manner, in attire appropriate to their role as a volunteer, and in a fit state to undertake tasks.
- undertake volunteer induction in a timely manner before working on behalf of MAV.

It should be clear that volunteers must not:

- make improper use of information acquired as a volunteer
- engage in conduct likely to bring discredit upon the Association
- personally benefit at the expense of the Association or give the appearance of doing so
- take inappropriate advantage of their volunteer position
- make improper use of information acquired in their role as a volunteer
- exercise powers of the MAV individually without the approval of (delegation by) MAV.