



**reading  
radio  
4rph**

**CODE OF CONDUCT**

**2020**

**QUEENSLAND RADIO FOR THE PRINT HANDICAPPED LIMITED**

**SUITE 3, 17 HENRY STREET, SPRING HILL, QLD 4000**

Policy number	4RPH V 002	Version: 2	
Responsible person	Volunteer Coordinator	Approved by Station Manager	30.06.2020
		Scheduled review date	Annually or as determined by specific need

**Queensland Radio for the Print Handicapped Limited (Trading As (TA) and hereafter known as Reading Radio 4RPH)**

In all our operations and relationships, we value:

**Conduct:**

All Individuals will:

Use information obtained through involvement, placement, or employment only for the purposes of carrying out duties, and not for financial or other benefit, or to take advantage of another person or organization.

Personal behavior - it is expected that all volunteers will:

- Be present at the agreed times and tell us if you are not able to volunteer.
- Carry out duties and responsibilities in a safe, efficient, and competent way.
- Follow procedural changes for best outputs for Reading Radio 4RPH.
- Maintain a good standard of dress and high level of hygiene.
- Comply with lawful and/or reasonable direction, instructions, and policies.
- Respect the privacy of individuals and only use confidential information for the purposes for which it is intended.
- Neither use, nor allow the use of, Reading Radio 4RPH's property, resources, information, intellectual property, or funds other than for authorised purposes.
- Maintain the confidentiality of any information obtained while volunteering.
- Observe safety procedures including:
  - keeping themselves and others safe at all times
  - notifying the organisation about hazards or potential hazards in the working environment
  - notifying the organisation about any accident, incident, or property damage
  - complying with Australian law
- Not harass, bully, or discriminate against anyone, including other volunteers, members, the public and/or employees.
- Contribute to a harmonious, safe, and productive board environment/culture through professional workplace relationships.

Failure to adhere to all key documents:

- Volunteer Code of Conduct (*this document*)
- Volunteer Policy
- OH & S Policy
- Privacy & Confidentiality Policy
- Feedback & Complain Policy
- Grievance & Dispute Policy
- Reading Radio 4RPH Volunteer Handbook

Volunteers will not:

- Create any liability for our organisation without authorization.  
act in a way that may bring our organisation into disrepute (including use of email, social media, and other internet sites, engaging with media etc.).
- Seek or accept any offers, gifts, rewards, or benefits.
- Engage in any activity that may or causes physical or mental harm of another person (such as verbal abuse, physical abuse, assault, sexual or racial harassment, bullying, safety of yourself and others).
- Be affected by alcohol, medication, or non-prescription drugs while volunteering.
- Provide a false or misleading statement, declaration, or claim.
- Falsify or change any documents or records.
- Engage in any activity that may damage our property.
- Have unauthorised possession of property belonging to anyone else.
- Engage in a criminal activity in our workplace.

**Conflicts of interest:**

Volunteers should avoid situations that may lead to conflicts of interest by:

- Consulting with their manager/supervisor before undertaking other roles in organisations whose goals, purposes, or activities conflict with our organization.
- Making sure their other commitments do not conflict with the performance of their duties at our Organization.
- Advising their manager/supervisor immediately if a conflict of interest exists, occurs or could possibly occur.

**Breaches of the Code of Conduct:**

Breaches of the Code of Conduct may lead to a notification of unacceptable behaviour and a warning or the immediate end to your services as a volunteer. Repeated breaches of the Code of Conduct will lead to the end of your services as a volunteer.