



**reading
radio
4rph**

CODE OF CONDUCT

2023

**QUEENSLAND RADIO FOR THE PRINT HANDICAPPED LIMITED
Level 13 Morris Towers, 149 Wickham Terrace, SPRING HILL,
QLD 4000**

Policy number	4RPH V 002	Version: 3	
		Approved by Station Manager	14.03.23
Responsible person	Volunteer Coordinator	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)

In all our operations and relationships, we encourage and value respect for others and the property of Reading Radio.

Conduct:

All Individuals will:

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

Personal behaviour - 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.
- Maintain a good standard of dress and a 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'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:
 - o always keeping themselves and others safe
 - o notifying the organisation about hazards or potential hazards in the working environment .
 - p notifying the organisation about any accident, incident, or property damage.
 - q 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.

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

Volunteers will not:

- Create any liability for our organisation without authorization.
 - Act in a way that may bring our organisation into disrepute (including the use of email, social media, and other internet sites, engaging with media etc.).
- Be influenced by external parties, including by acceptance of any offers, gifts, rewards, or benefits.
- Engage in any activity that may or causes physical or mental harm to another person (such as verbal, physical, or psychological abuse; assault; sexual or racial harassment; or bullying.).
- Be adversely affected by any drugs (including alcohol and prescription drugs) while volunteering. Where an adverse effect is caused by medication, a management plan may be developed or volunteering roles adjusted at the discretion of staff, in consultation with the affected volunteer.
- Provide a false or misleading statement, declaration, or claim.
- Falsify; or otherwise, change any documents or records without direction.
- Engage in any activity that may damage our property.
- Have unauthorised possession of property belonging to anyone else.
- Engage in criminal activity in our workplace.

Conflicts of interest:

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

- Declaring all potential conflicts of interest, or perceived conflicts of interest, before or immediately upon undertaking work with other organisations whose goals, purposes, or activities conflict with our own.
- Not undertaking volunteer roles (including serving on committees) that will lead to potential conflicts of interest and vacating these roles if already held.

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.

Name:

Signed:

Date: