



Volunteer Code of Conduct

The Harbour Trust's Volunteer Code of Conduct outlines the values and standards of conduct required by all volunteers who work with the Sydney Harbour Federation Trust.

Trust Key Values

Impartial: The Trust is apolitical and performs its functions that are frank, honest, and timely and based on the best available evidence.

Committed to service: The Trust is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government.

Accountable: The Trust is open and accountable to the Australian community under the law and within the framework of its responsibilities.

Respectful: The Trust respects all people, including their rights and their heritage.

Ethical: The Trust demonstrates leadership, is trustworthy and acts with integrity in all that it does.

As a volunteer of the Trust, you are obliged to comply with the following provisions:

1. Behave honestly and with integrity in connection with your work.
2. Act with care and diligence in connection with your work.
3. When acting in connection with your work, treat everyone with respect and courtesy, and without harassment.
4. When acting in connection with your work, you must comply with all applicable Australian laws.
5. Comply with any lawful and reasonable direction given by people in the Trust who have authority to give the direction.
6. Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with your work.
7. Use the Trust's resources in a proper manner.
8. Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the volunteer's duties with the Trust.
9. Not make improper use of inside information or the volunteer's duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for the volunteer or for any other person.
10. At all times behave in a way that upholds the Trust's values and the integrity and good reputation of the Trust.

Respect and Courtesy

Volunteers have shared obligations for creating a respectful and courteous workplace and must treat everyone with respect and courtesy. Treating others with a lack of respect and courtesy, or bullying and harassing behaviours are potential breaches of the Trust's Values and Code of Conduct and will not be tolerated.

Volunteer Responsibilities

Volunteers also have responsibilities towards the Harbour Trust laid out in the Volunteer Code of Conduct. In addition to these, volunteers are required to

1. Attend training courses as required
2. Wear the prescribed uniform
3. If unable to perform rostered duty, notify the Volunteer Manager as soon as possible.
4. Be available to volunteer on a regular basis, except where an exemption has been sought and approved by the Volunteer Manager.
5. Unless specifically delegated, not represent the Harbour Trust on policy, operational or financial matters, or make any public comment.