Greens NSW Volunteer Code of Conduct

**Volunteer rights**

As a volunteer for the Greens NSW you have the right to:

* A healthy, safe and welcoming workplace
* Orientation and training relevant to your role
* A well-defined job description or a well-defined description of tasks
* Appropriate support and management
* Recognition as a co-worker and team member
* Appropriate and adequate insurance cover
* Reimbursement for reasonable out of pocket expenses if approved beforehand

**Volunteer responsibilities**
As a volunteer for the Greens NSW you agree to:

1. **Be collaborative**Collaboration is central to our work. This collaboration includes working with other Greens NSW volunteers and staff and working with external people and groups.
2. **Be respectful and considerate**The Greens NSW treat one another with respect and consideration. Everyone can make a valuable contribution. Team members may not always agree, but disagreement is no excuse for poor behaviour and poor manners.
3. **Follow policies and procedures if disagreements cannot be resolved personally**In many cases disagreements can be resolved personally. In cases where that is not possible the Greens NSW policies and procedures must be followed.
4. **If unsure ask for help**Projects occasionally go off the rails because individuals feel embarrassed to ask for help. Asking questions avoids many problems down the road. Those who are asked questions should be responsive and helpful.
5. **Step down considerately**When somebody leaves a project they should do so considerately. They should tell people they are leaving and take the proper steps to ensure others can pick up where they left off.
6. **Data confidentiality**The data maintained by the Greens NSW is highly sensitive. You should accept that your access to Greens’ data and other systems will be limited on a strictly need to know basis. If you are given access to confidential material, you must safeguard it at all times.
7. **Safeguarding systems**Consult and gain approval before making changes to computer systems, policies, procedures and documents.

**Your name:**

**Signature:**

**Date:**