

VOLUNTEER RELEASE STATEMENT: All OzHarvest Volunteers and staff must agree to observe the following Code of Conduct. This Code of Conduct requires Volunteers to understand, accept and behave according to the following standards:

- I agree that I have read and understood the OzHarvest 'Volunteer Information and Induction Manual' and agree to abide by all policies and procedures;
- Keep all information and knowledge acquired during the application, interview, appointment process and ongoing placement private and confidential;
- Understand there is no payment for work as an OzHarvest volunteer;
- Agree that in the event of a personal insurance claim against OzHarvest, volunteers will not take any action, which is greater than the extent to which OzHarvest is insured;
- Ensure that personal vehicles are adequately insured for use as an OzHarvest volunteer;
- Authorise OzHarvest to use names and/or any photographs of volunteers taken in newsletters, press releases and other publications produced to illustrate and promote OzHarvest's work;
- Understand that OzHarvest will conduct police, background and character checks
- Agree to be reliable and punctual for all agreed activities;
- Agree to provide 24 hours' notice when going away or are otherwise unable to attend a scheduled shift;
- Abide by the guidelines provided in the relevant Job Description;
- Agree never to be under the influence of any alcohol or drugs and refrain from smoking inside any of OzHarvest's buildings, facilities or vehicles; and partner food donors and agency premises;
- Agree to represent OzHarvest in a positive, honest, fair and respectful manner when dealing with staff, other volunteers, supporters, food donors, recipient charities, agency clients and the general public (this includes when using social networking sites e.g. Facebook and Twitter);
- Agree not to speak to the media on behalf of OzHarvest, unless authorised to do so;
- Agree to contact and consult an OzHarvest staff member with any emergencies or queries, concerns and/or grievances;
- Agree to take reasonable care of their own health and safety, as well as the health and safety of those around them, whilst volunteering for OzHarvest; including immediately reporting workplace incidents or risks to health and safety as soon as they occur;
- Agree to receive regular volunteer news updates to keep informed of upcoming events;
- Agree to undertake the Manual Handling, Safe Food Handling and Kitchen Safety Courses (provided free of charge by OzHarvest) to become involved in any OzHarvest volunteer opportunities;
- Respect OzHarvest's ownership of funds, equipment, supplies, records and property;
- Maintain appropriate and presentable dress and footwear at all times, including wearing an OzHarvest t-shirt to all external functions;
- Promptly disclose any new matters, including criminal convictions, that might preclude suitability or capacity to drive or work;
- Behave in a manner consistent with OzHarvest's anti-discrimination, harassment and bullying policies. This includes no unlawful conduct, sexual or other harassment, bullying, discrimination or use of discourteous comments or images;
- Agree to uphold all of the above policies and procedures and immediately report any risks, hazards, incidents, accidents or near misses.

Breaches of this Code of Conduct will be dealt with promptly and fairly.