



Coffs Harbour Regional Landcare Inc

Code of Conduct

All members and staff of, and volunteers with Coffs Harbour Regional Landcare will:

- Actively support the objectives of the organisation
- Respect and comply with all the organisation's policies and procedures
- Behave with integrity and honesty in a way that upholds the reputation of the organisation
- Work within the boundaries of their respective position descriptions (staff)
- Work according to the procedures set out in the Volunteer Manual (volunteers)
- Always act with sufficient care to ensure the safety of all, including your own
- Treat everyone with respect and courtesy and without harassment
- Maintain confidentiality and always use appropriately any information obtained whilst undertaking activities on behalf of Coffs Harbour Regional Landcare – even after leaving the organisation
- Disclose and take steps to avoid any conflict of interest
- Use resources and equipment in a safe and appropriate manner
- Speak publicly (including to media) on Landcare matters only in accordance with the Coffs Harbour Regional Landcare Media Relations Policy
- Participate in meetings and training as required
- Perform assigned duties as well as possible taking into account your skills, experience, qualifications and position
- Request assistance when needed to undertake an activity competently
- Comply with lawful and reasonable requests
- Act in accordance with all applicable Australian laws
- Not provide false or misleading information
- Not be under the influence of alcohol or drugs while undertaking assigned duties
- Adhere to all work health and safety procedure and practices of the organisation
- Adhere to all accounting procedures and practices of the group
- Conduct themselves in a politically neutral manner while acting on behalf of or in relation to Coffs Harbour Regional Landcare.

*CHRL Code of Conduct
Adopted by CHRL Executive
Date: Sept 2012
Reviewed: 14th June 2017
Next review: June 2019*