

LYELL McEWIN REGIONAL VOLUNTEERS INC

POLICY & PROCEDURES DOCUMENT

POLICY TITLE: CODE OF ETHICS

POLICY NUMBER: 4.4

POLICY STATEMENT:

The Volunteer Association in pursuit of operating in a 'best practice' environment endorses a range of ethical standards that govern its decision making processes and actions. The Association's 'Code of Ethics' are of paramount importance and outline the values with which the Association conducts its business

EXPECTED OUTCOMES:

1. That a clear statement clearly demonstrating the ethical position of the Lyell McEwin Regional Volunteer Association be developed and available as a standard of operation

STATEMENT OF WORKPLACE ETHICS

The Lyell McEwin Regional Volunteer Association Incorporated strive towards a goal of 'excellence in voluntary service', through the provision of a wide range of services, which view our customers / clients as being of paramount importance.

We believe that these services should always be delivered in a professional and efficient manner that reflects positively upon the work undertaken by the Volunteer Association. The organisation is committed to providing appropriate training, support and personal development to its team members to enable this to occur.

The Association shall foster an environment which embraces a notion of 'reciprocity' - which acknowledges not only what a person can contribute to the organisation, but also what they hope to gain from their involvement.

We acknowledge and recognise the many personal benefits associated with undertaking voluntary work, such as the development of skills, knowledge and social contact. We also provide an environment conducive to volunteers attaining both personal and organisational goals.

Each volunteer, client and paid staff member of the Association should be treated as an equal and should be free from harassment of any type. The Association acknowledges every person's right to their own belief and value systems.

Team members work in an environment which is safe and hazard free, and will be allocated tasks which are meaningful and for which they have been properly trained &/or oriented.

STATEMENT OF BUSINESS ETHICS

The Volunteer Association seeks to conduct its business operations in a way which is both ethical and sustainable.

We shall demonstrate this by:

- *Actively seeking Australian and locally produced alternatives when seeking to introduce new products into our business areas*
- *Giving preference to the Australian or locally made product over that which is imported where a compatible choice is available*
- *Giving priority to the stocking of products which demonstrate no or low environmental impacts*
- *Giving priority to companies and suppliers who are able to demonstrate a strong environmental commitment*

STATEMENT OF ENVIRONMENTAL ETHICS

The Volunteer Association also seeks to be a good environmental citizen and to be active in conducting its operations in a way which is mindful of our environmental impact.

Specifically:

- *We shall use recycled products wherever possible*
- *We shall attempt to recycle all waste which we generate in our operations*
- *The Association will not accept sponsorship or contributions from organisations whose core business is environmentally detrimental*
- *The Board shall appoint a committee to conduct periodic voluntary assessments of how successful our environmental initiatives have been*
- *We shall actively support greenhouse gas reducing initiatives*

STATEMENT OF FUNDRAISING ETHICS

The Volunteer Association seeks to conduct its fundraising activities in a way which is ethical, is always in the best interest of the Association and is a reflection of the organisational goals

Specifically:

- *Abide by the Fundraising Institute of Australia's 'Code of Ethics and Professional Conduct' and the 'Standards of Fundraising Practice'*
- *Any organisation that we associate with in a partnership or sponsorship arrangement will compliment our core business*
- *There will be transparency in all activities that we undertake with appropriate financial reporting*
- *A risk management approach will be used in all fundraising practices*
- *Honesty is a key value that we will take into all relationships with sponsors, partners and members*
- *Privacy of donors will be respected at all times*

Original policy approved by the Board of Governance August 16th 2000

Last reviewed and updated July 2008