

# UniSport Nationals Volunteer Agreement and Code of Conduct

## Agreement

As a volunteer assisting at the UniSport Nationals, I agree that at all times I will adhere to the Volunteer Code of Conduct (refer below).

In return, I understand that UniSport Australia shall use all reasonable endeavours to provide:

- A safe and enjoyable environment in which to perform my tasks and duties
- Training and supervision to enable me to carry out my duties as a Nationals volunteer
- Recognition of my status as a volunteer, including benefits such as meals and uniforms depending on the nature of my volunteer role
- A mechanism to report any unsafe or unsatisfactory situations that I could be faced with

I acknowledge and agree that I undertake my duties as a volunteer for Nationals at my own risk and have no claim against UniSport Australia or the Sport Committees for any loss suffered by me.

I also acknowledge and agree that UniSport Australia reserves all its rights to supplement, amend or otherwise vary any and all Terms and Conditions, and policies and procedures that affect my role as a Nationals volunteer at any time and without notice. UniSport Australia also reserves all its rights to vary or change my responsibilities as a volunteer or withdraw its appointment of me as a volunteer at any time, without being required to show cause.

I understand that the information I have provided to UniSport Australia is necessary for the objects of Nationals. I acknowledge and agree that the information will only be used for the objects of Nationals. I understand that I will be able to access the information by contacting UniSport Australia.

Volunteer information may be disclosed by UniSport Australia to Nationals partners for the sole purpose of facilitating volunteer services for the event.

## Volunteer Code of Conduct

### Objective

The purpose of the UniSport Nationals Volunteer Code of Conduct is to ensure that all Nationals volunteers are aware of their obligations and responsibilities as part of their involvement in the UniSport Nationals.

### Key principles

Every Nationals volunteer is required to agree to and abide by this Code of Conduct as representatives of the UniSport Nationals

### Accreditation

All Nationals volunteers will be issued with an official Nationals accreditation pass. This identification must be worn at all times when on shift and must be prominently displayed. The accreditation will allow Nationals stakeholders to easily identify volunteers and will provide volunteers with access to restricted areas (as required). Volunteers should not wear their accreditation when not on shift.

### Behaviour and conduct

As a representative of the UniSport Nationals, volunteers are expected to maintain a high standard of conduct and personal presentation whilst on and off duty. Behaviour, (both on shift and off shift) whilst involved with the UniSport Nationals, must not reflect unfavourably on the event, or damage the Nationals relationships with other parties.

### Breaches

Nationals volunteers have a duty to observe this Code of Conduct and ensure no breaches occur. Breaches require immediate attention and volunteers have a duty to report known or suspected breaches of the code to their team leader or the Nationals Workforce Coordinator. If you are uncertain about whether your actions or the actions of others are in accordance with the Code of Conduct, you are encouraged to seek guidance from your team leader or the Nationals Workforce Coordinator.

Unacceptable or inappropriate behaviour, or breaches of the UniSport Nationals Volunteer Code of Conduct will be dealt with by the Workforce Coordinator in accordance with the UniSport National's disciplinary procedures, and this may result in cancellation of a Nationals volunteer's accreditation and removal from their role in the Nationals Volunteer Program.

### **Bringing family members along when volunteering**

When rostered for a shift at Nationals, it is not practical for volunteers to bring children or other members of their family along. A volunteer accreditation may provide access to restricted areas of the venue and therefore friends and family members will not have access. Family and friends may be able to attend the event as a spectator however the responsibilities of the volunteer role will take priority while on shift.

### **Confidentiality**

Some of the information that Nationals volunteers will have access to at the UniSport Nationals will be confidential. Volunteers should not use or disclose any confidential information or information of a sensitive nature unless the disclosure is required by law, made as part of the proper performance of the volunteer's duties or where agreed to by UniSport Australia. This includes removing confidential information from the workplace or making copies for use outside of the Nationals.

### **Conflict of interest**

UniSport Nationals volunteers must avoid or resolve any real and apparent conflicts between any of their personal, financial, or other interests and those of Nationals. If a volunteer is unsure about a potential conflict of interest, they should contact the Workforce Coordinator.

Nationals volunteers may not engage in personal business or other interests during their shift, whilst at the venue, or when in uniform. This includes use of event telephones to make calls in relation to personal business interests, the display or distribution of collateral, or approaching others in relation to those activities.

### **Compliance**

As a Nationals volunteer you agree to follow all policies and procedures relevant to your volunteer role. Details around the relevant policies and procedures will be provided during the training program. Failure to abide by and comply with any Nationals policy may attract disciplinary action, which may take the form of counselling, verbal and written warnings or termination of the volunteer's services. It is each volunteer's responsibility to ensure they have familiarised themselves with Nationals policies and procedures.

### **Cultural awareness**

UniSport Australia is extremely proud to welcome the participants and visitors to Nationals. Participants, officials, visitors, workforce, and media who come from a range of cultural backgrounds will be present at Nationals and we expect our Nationals volunteers to demonstrate the same high level of customer service to people from all backgrounds. Volunteers are required to treat everyone with respect and greet everyone in the same polite, friendly, and helpful way.

### **Social Inclusion**

UniSport Australia is committed to providing a safe and inclusive environment for all regardless of ethnicity, location, religious or political beliefs, cultural background, sexuality, or gender. Nationals volunteers must provide a welcoming environment and support the elimination of discriminative behaviours. UniSport Australia has a zero tolerance to any form of bullying, harassment, direct or indirect discrimination based on a person's identification in the diverse groups within the university sport community.

### **Drugs and alcohol**

All UniSport Nationals volunteers are prohibited from using, carrying or being under the influence of drugs or alcohol whilst on shift. Individuals believed to be under the influence of alcohol or drugs will have their accreditation cancelled and will be dismissed from their volunteer duties. While attending Nationals related functions (whilst not on shift) volunteers must adopt a responsible approach to the consumption of alcohol and are of a legal drinking age. For volunteers driving Nationals vehicles, a zero-alcohol level (Blood Alcohol Reading of 0.00) will apply whilst on shift.

### **Fatigue management**

We are committed to ensuring that all UniSport Nationals volunteers have adequate breaks and recovery time, but should a volunteer feel they are experiencing fatigue or need an additional break, they should speak to their team leader or the Workforce Coordinator.

### **Gifts or benefits**

As a general rule, Nationals volunteers are not to solicit or accept offers of money in any form, or gifts and benefits of more than nominal value. UniSport Australia identifies gifts and benefits as having a nominal value as inexpensive marketing trinkets or corporate mementos that are not targeted specifically at the business of an agency. UniSport Australia recognises that volunteers may receive gifts or benefits of more than a nominal value on some occasions. Prior to accepting, approval must be sought from your team leader or the Workforce Coordinator.

### **Media**

If approached by media Nationals volunteers should feel free to communicate general information about the UniSport Nationals as they would to any participants or visitors to the event. However, Nationals volunteers are not authorised to make public comment about the event. Only the Nationals General Manager is able to make public comment on organisational or UniSport Australia matters. Volunteers should politely direct any media queries to the Nationals Media Centre for further assistance.

### **Occupational health and safety**

Nationals volunteers must observe occupational health and safety procedures and work in a manner that is safe for them, and all stakeholders. Volunteers must report as a matter of urgency, any potential hazards, safety risks or security violations to their team leader and complete an Incident Report Form as detailed in the training program.

### **Shifts, breaks, food, and refreshments**

All Nationals volunteers are entitled to breaks, food and refreshments while on shift at the UniSport Nationals. The allocation of breaks, food and refreshments will be dependent on the number of hours that volunteers are on shift. How volunteers receive their breaks, food and refreshments will be different at each volunteer location and further details will be provided at training.

### **Smoking**

As a Nationals volunteer, smoking when on duty is prohibited. We appreciate that volunteers may need to smoke over the course of a day but must limit smoking to break times only and in designated smoking areas.

### **Social media**

We encourage Nationals volunteers to use social media to share their experience being a volunteer. However, volunteers must also follow the rules below:

- Do not make any comment on behalf of the UniSport Nationals
- Do not share any confidential information or images that you have privilege to as a UniSport Nationals volunteer
- Do not share a picture of your accreditation on social media

If you are unsure of what is or isn't appropriate to post, speak to the Workforce Coordinator.

### **Uniform**

All Nationals volunteers will be issued with an official Nationals uniform to be worn whilst on duty. Whilst in uniform, volunteers are required to maintain a sense of professionalism. Volunteers must present neatly for duty, with uniforms washed and ironed prior to the commencement of each shift.

### **Use of position**

Nationals volunteers will not use, or permit the use of, their position, title, or authority, or give an improper advantage to or advance the private interest of another organisation, person, or group of persons. Nationals volunteers are not authorised to sign any documents, agreements or correspondence committing the UniSport Nationals to any financial or legal risks. Any queries in this regard should be directed to the Workforce Coordinator. Nationals volunteers are not authorised to make purchases on behalf of the UniSport Australia. Any expenses incurred must have prior approval by UniSport Australia.

### **Videography and photography**

Please be aware that UniSport Australia and their partners and affiliates may capture photography and video footage of Nationals volunteers whilst on duty as a Nationals volunteer. UniSport Australia process any footage captured to further promote the event and to promote future University sporting events and volunteering initiatives, on the basis that it is necessary for their legitimate interests to do so and this does not prejudice or harm a volunteer's rights and freedoms. More information about how UniSport Australia processes personal data can be found in our Privacy Policy.

