

## **BUILD AID MISSIONS VOLUNTEER WORKERS VALUES:**

Respect Individuals

Do good

Be Just and Inclusive

Do Not Harm

## **CODE OF CONDUCT:**

### **1. I will uphold the integrity and reputation of BuildAid Missions by ensuring that my personal conduct is consistent with BuildAid Missions values and standards.**

- I will treat all people fairly with respect and dignity.
- When working or traveling within Australia and/or traveling internationally on behalf of BuildAid Missions, I will be observant of all local laws and be sensitive to local customs.
- I will seek to ensure that my conduct does not bring BuildAid Missions into disrepute and does not impact on or undermine my ability to undertake the role for which I volunteered for.
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on a trip with BuildAid Missions.

### **2. Ensure the safety, health and welfare of all BuildAid Missions volunteers and associated personnel**

- I will adhere to all legal and organisational health and safety requirements in force at my location of work.
- I will comply with any local guidelines and be proactive in informing BuildAid Missions management of any necessary changes to such guidelines.
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work

### **3. Be responsible for the use of information, assets and resources to which I have access by BuildAid Missions**

- I will ensure that I use BuildAid Mission's assets and resources entrusted to me in a responsible manner and will be accountable for all money and property entrusted to me.
- I will not use equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that

would constitute a criminal offense. I will also not use any equipment, software or e-mail and social media platforms to denigrate or adversely reflect BuildAid Missions, its work or its workers or work recipients.

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so

**PRINT NAME:**

**SIGNATURE:**

**DATE:**

**BUILD AID MISSIONS FIELD MANAGER APPROVAL:**

**SIGNATURE:**