

Robogals Code of Conduct Policy

Owner	Approver	Approved	Next review
People Committee	Board	2021	2023

Overview

Robogals is committed to standards of behaviour we expect of our people. We are committed to living the Robogals Way which outlines the acceptable behaviours of all volunteers, Board members and CEO. This policy is supported by other relevant Robogals policies such as the Robogals Way and Incident Reporting procedure.

Scope

This policy applies to all members of the Robogals community, including any employees, volunteers and Board representatives. All members of the Robogals community are expected to conduct themselves in accordance with the Robogals Way and this policy outlines how it is applied throughout the organisation.

The Robogals Ways and its contents will be refreshed as needed and formally reviewed alongside any refresh of the Robogals strategy. The People Committee will be responsible for drafting updates and tabling for endorsement with the Robogals Board.

Principles of Volunteering should also be read and understood by all Robogals volunteers, Board members and CEO - refer Appendix

Statement of Commitment

Any breaches of the Robogals Way and any policies should be raised via the Robogals Communication and Support Form

A breach of the Robogals Way may result in cessation of volunteer duties

Each volunteer, Board member and CEO will be required to:

- Read and sign commitment to the Robogals Way
- Read and confirm understanding and acceptance of all Robogals policies in writing to their manager
- Confirm their understanding on how to raise an issue or incident in the Communication and Support Form in writing to their manager.

Roles and Responsibilities

The following members will ensure, as far is reasonably practicable, that the Robogals community lives the Robogals way in everything they do.

- **Board Members:** Will take all reasonable steps to ensure the Robogals Ways is central to decision making, strategy development and review, business operations, company culture and environment and people practices, policies and procedures.

- **Chief Executive Officer (CEO):** Is responsible for the implementation and monitoring of this policy. In fulfilling the objectives of this policy, the CEO is also committed to regular consultation with the Board, the People Committee and Robogals members to ensure that the policy operates effectively.
- **People Committee:** In an advisory capacity, ensure that this policy is current, effective and reviewed on a regular basis.
- **Regional Executive Officers / Chapter Presidents/Leadership Teams:** Will be accountable for creating an environment that brings the Robogals Way to life and proactively addressing issues inconsistent with the Robogals Way.
- **All Robogals members and volunteers:** Are required to meet all the requirements of this policy and the Robogals Way.
- **Students / teachers / partners / affiliates / any associates of Robogals -** Will be supported via our volunteers, CEO and Board members to adhere to this policy at all times eg events, workshops, meet ups etc.

Robogals will take all reasonable practicable steps to:

- Provide and maintain a working environment in line with the Robogals Way
- Implement and adhere to Robogals policies and procedures
- Not knowingly require any person to participate in an activity that is in contradiction to the Robogals Way
- Ensure all Robogals members have the the necessary information, training and supervision to live the Robogals Way
- Report, record and investigate any incidents or issues
- Regularly review and update this policy.

Supporting Policies / Documentation

- Robogals Way
- Robogals Communication and Support Form.

Continuous Improvement

Robogals is committed to continually improving work health and safety performance to ensure the ongoing health and safety of the Robogals community.

Appendices

Principles of Volunteering

The following Principles of Volunteering adopted from Volunteer Australia. They are the result of a national consultation undertaken in 1996 with a wide range of stakeholders including volunteers, personnel of not-for-profit organisations, policy makers and unions.

- Principle 1. Volunteering benefits the community and the volunteer.
- Principle 2. Volunteer work is unpaid.
- Principle 3. Volunteering is always a matter of choice.
- Principle 4. Volunteering is not compulsorily undertaken to receive pensions or government allowances.
- Principle 5. Volunteering is an activity performed in the not-for-profit sector only.
- Principle 6. Volunteering is not a substitute for paid work.
- Principle 7. Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- Principle 8. Volunteering is a vehicle for individuals or groups to address human, environmental and social needs
- Principle 9. Volunteering is a legitimate way in which citizens can participate in the activities of their community.
- Principle 10. Volunteering respects the rights, dignity and culture of others.
- Principle 11. Volunteering promotes human rights and equality.