



# CODE OF CONDUCT

## THE REV. BILL CREWS FOUNDATION

The Volunteer Code of Conduct requires that a volunteer must in the course of their duties and when volunteering with the Rev. Bill Crews Foundation:

- behave honestly and with integrity
- act with care and diligence
- treat everyone with respect and courtesy, and without harassment
- comply with all applicable Australian laws
- comply with any lawful and reasonable direction given by their supervisor/employer
- maintain confidentiality in respect to dealings with any employee, client or other volunteer
- disclose and take reasonable steps to avoid any conflict of interest (real or apparent)
- use the Rev. Bill Crews Foundation resources in a proper manner
- not provide false or misleading information in response to a request for information that is made for official purposes in connection with the person volunteering
- not make improper use of inside information or the volunteers' duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for the volunteer or for any other person
- behave in a way that upholds the values and the integrity and good reputation of the Rev. Bill Crews Foundation
- comply with any other conduct requirement that is prescribed by the by-laws and legislation.