



Equestrian Western Australian Incorporated.

ABN: 53 591 481 584

Policy:	Code of Conduct – Volunteers
Policy Area:	Board & Governance Policies
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That Equestrian Western Australia Inc and EWA Affiliated Clubs are devoted to equestrian sports and to the athletes and that we will go about our task with integrity and dedication.

How to use the Code of Conduct

This Code of Conduct is a summary guide to the policies which apply to being a member of EWA volunteer workforce for an affiliated club or EWA. These policy summaries provide a framework for the standards of behaviors expected from volunteers. They identify your rights and responsibilities as an EWA or EWA Affiliated Club Volunteer. Compliance with the Code of Conduct is a condition of engagement as an EWA or EWA Affiliated Club Volunteer.

Most EWA Affiliated Clubs and contracting organisations should have existing Codes of Conduct and policies which may be more extensive or detailed than this document. Therefore, the EWA Code of Conduct - Volunteers should be regarded as a minimum standard, and the policies and procedures of the different organisations will still be in place for their staff and volunteers where applicable.

The Code of Conduct may not address all the questions you have. When you attend training sessions you will receive more detailed policies and procedures which apply to your position, your venue and your organisation. You will need to be aware of and comply with them, as well as any venue or workplace specific requirements and relevant legislation. If you are unsure whether a decision you are about to make will breach the Code of Conduct, ask a committee member of the affiliated club before proceeding.

By working within the guidelines of the Code of Conduct, you will be contributing to the team spirit of EWA and your club.

CODE OF CONDUCT

Anti-Discrimination and Harassment Resolution

All members of the workforce are responsible for ensuring a work environment free of harassment and discrimination, and where everyone is treated with respect, and on the basis of merit and performance. If you believe a situation is occurring which is contrary to this policy, you must immediately notify your supervisor. All allegations of discrimination will be promptly and thoroughly investigated. Confidentiality will be maintained and appropriate action will be taken to ensure the situation (if substantiated) does not continue.

Harassment is any unwelcome, uninvited behaviour in either written, verbal or physical form that causes another person distress, regardless of whether there was an intention to do so. Harassment is unacceptable in the workplace and we all have a responsibility to ensure that we do not engage in this behaviour.

All incidents of harassment should be reported to your Supervisor. All reported instances of harassment will be thoroughly and confidentially investigated. Where instances are proven, disciplinary action up to and including dismissal will be taken. The philosophy of mutual respect should also extend to members of the EFA Family, the general public and business associates.

Confidential Information

As a member of EEA or affiliated club, you have an obligation to protect confidential information about the EWA and any other relevant parties.

If you have access to confidential information (including addresses and telephone numbers of fellow members), you should never discuss or disclose such information to anyone other than the person/s authorised to receive it, both during and after your involvement.

Contact with the Media

All requests from members of the media for comments or information should be politely directed to your club committee member or the EWA Chief Executive Officer. This will ensure the accuracy of all information given to the media and help to maintain good relationships. Similarly, you should not give any interviews, appear in any promotions, advertisements or endorsements, or give any assistance to the media in relation to any story, without the prior consent.

You should also exercise discretion when commenting in your private capacity where your comment may be understood to be an official comment of your organisation.

Criminal/Illegal Activity

Any member of EWA or affiliated club found to be engaging in criminal or illegal activity whilst engaged in an EWA activity will be referred to the police.

Cultural Awareness

In dealing with any member of the EWA Family, visitors or the public, you should treat them with respect, focus on their needs, and provide them with accurate information and timely assistance. Racist comments, inappropriate jokes and behaviour will not be tolerated.

Disability Awareness

We will have many people with a disability making a contribution to events. When interacting with people with a disability, focus on the person, not the disability, and always ask if assistance is required before rushing in to help. Respect and good communication skills are the most important aspects.

Drugs and Alcohol

EWA and EWA Affiliated Clubs prohibit being under the influence of alcohol, illegal drugs or any other substances that may affect performance and behaviour whilst engaged in an EWA activity or as a volunteer. Consumption of alcohol, illegal drugs or other performance-impairing substances prior to and/or during working as a volunteer is not allowed. Do not consume alcohol in a public place whilst working as a volunteer.

Facilities and Property

EWA and EWA Affiliated Club are budget-driven organisations with significant constraints on available resources and a high level of public accountability for the use of these resource. We ask you to be efficient and economical, and care and protect either assets. This covers all consumables and equipment including, but not confirmed to, items such as stationery, communications devices, computers, office equipment, and sports equipment.

Property (including consumables) are not to be removed from EWA, State Equestrian Centre and EWA affiliated club premises and/or used for private purposes without prior authority from a committee member

Fraud and Corruption

Fraudulent and corrupt activities are in fundamental opposition to the spirit of EWA. If you suspect fraudulent or corrupt behaviour, report it to a committee member, the Venue Manager, the Venue Staffing Manager, the Independent Commission Against Corruption or fraud reporting hotline. We will treat reports or corrupt behaviour as confidential where possible and reasonable and will protect from recrimination any members of the workforce making such reports. All reports will be investigated promptly and fairly. Anyone found to be engaged in such conduct will be subject to disciplinary action and referral to the police if appropriate.

Grievance Resolution

A grievance is a real or perceived issue which causes resentment, suffering or distress and which may be regarded as grounds for complaint. EWA and EWA Affiliated Club's are committed to encouraging an open environment in which all members of the workforce can express themselves freely and responsibly, where issues raised are responded to in an appropriate and timely manner, and where everyone is treated with dignity and respect. Above all, we are committed to

providing fair and honest settlement of any grievances. More information on the grievance resolution procedure can be obtained from the EWA office.

Performance Issues/Inappropriate Practices

EWA and EWA Affiliated Club's will always attempt to resolve any performance issues or conflict situations fairly and equitably. In such cases, a committee member will discuss the relevant concerns with you and seek to resolve the matter in a timely and courteous manner. Inappropriate practices will be dealt with by a committee member in the first instance in accordance with EWA policy.

Professional Behaviour

All volunteers of EWA or an EWA Affiliated Club have a responsibility to behave professionally at all times. Be alert, friendly and committed to excellent customer service – these qualities are an integral part of your role.

Please be aware that obscenities, offensive language and offensive/inappropriate jokes are unacceptable in the workplace.

Respect for our Environment

Respect for our natural environment is an important commitment of EWA, and workforce participation is vital to achieving the environmental challenges of such a large event. Please help at your venue by:

- Recycling rubbish – put your waste in the correct bins
- Reducing litter – assist and direct spectators to place their rubbish in the correct bins. If you see someone littering, please ask them politely to do the right thing.
- Reducing energy consumption – turn off lights and equipment when you have finished using them.
- Reducing water wastage – water is a valuable resource so do not leave taps running unnecessarily.
- Caring for the flora and fauna – if you are working at an outdoor venue, be aware of the environmental considerations on site.
- Due care handling horses

Workplace Health and Safety

EWA and EWA Affiliated Club's are committed to providing you with a safe work environment, but everyone has a responsibility to help achieve safety goals. You are required to exercise reasonable care in the course of your work in a manner which ensures the health and safety of yourself and others. Please be aware of and follow all safety guidelines. You will be made aware of any specific instructions for your venue or position during training. The following safety issues apply to everyone:

- Proper and authorised use of machinery and vehicles
- Electrical safety
- Observance of safety signage
- Knowledge of emergency procedures

- Due care when lifting and carrying heavy items
- Wear protective clothing where required.

Use of Equestrian WA Letterhead and Logo

The Equestrian WA name and image represent valuable assets and it is important that written communications support and enhance that image. The EWA's letterhead is not to be used for any personal correspondence, to communicate personal views on political, social, economic or other issues, or in connection with solicitations of any type. Committee members must not provide personal references for members of the workforce on EWA letterhead. Permission must be sought from EWA in writing to use the EWA Logo.

Working with Children

EWA is committed to providing a child safe organisation. We will actively seek to identify, assess and minimise risk within EWA for all members. EWA junior members are valued, respected and included so they feel confident within our equestrian community.

The "Working with Children" check aims to help protect children under the age of 18 in Western Australia by:

- Deterring people from working with children where they have criminal records that indicate they may harm children; and
- Preventing people with such records who do apply for work with children from working in a paid or unpaid capacity.

The "Working with Children" check cannot solely be relied on to protect children from people who may harm them. It is just one strategy EWA is able to support.

Where possible Equestrian WA will ensure a safe "Working with Children" environment by:

- As an employer, EWA adopts good recruitment, selection, supervision and training practices for our staff and volunteers who work with children.
- Ensuring that all members that register as Equestrian WA NCAS Coaches and Officials obtain the "Working with Children" check
 - It is their responsibility to send EWA a copy of their clearance
- Equestrian WA encourages volunteers who provide their valuable time in excess of the **5-day threshold** to seek a valid "Working with Children" check.
- Support and respect staff and volunteers by providing training and guidelines for employees and volunteers on how to work with and care for children and young people.
- Ensure our Codes of Conduct are relevant to this Policy.