



## Hindu Society of South Australia

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## Code of Conduct for Volunteers

I will respect and uphold the **VALUES** of the Hindu Society of South Australia's Volunteer Community:

- **Inclusiveness** – We recognise that diversity is strength and respect all involved with our Volunteer Community and its work. We will seek and listen to opinions within and outside the group, evaluating views in the context of our work. We know that our opinions will be respected and will strive to understand the opinions of others. Through our proper consideration of all matters, we work together in harmony.
- **Responsiveness** – We strengthen our efforts to engage with and listen to other volunteers and the HSSA Executive Committee so that we meet community needs and make a difference.
- **Collaboration** – We show strong teamwork by helping and supporting each other in a variety of circumstances. We share information with colleagues and keep others up to date. We contribute to positive engagement by building and maintaining great working relationships.
- **Future looking** – We plan our activities well and recognise the need for continual review and improvement in all that we do. We work to establish HSSA on a solid foundation for the next generations.
- **Impact** – We strive for excellence in the delivery of our services and activities, managing costs, respecting the dignity of all people, and providing for the spiritual and other needs of the HSSA community. Our success is measured by the outcomes, benefits and feedback from our community.
- **Accessible** – We provide fair and open access to all in all of our activities.

### General

- I will act within the governing documents of HSSA, comply with all applicable Australian laws, and will abide by the policies and procedures of HSSA as they apply to me. This includes having a knowledge of all relevant policies and procedures.
- I will support the objects and mission of HSSA, champion them, and use my skills, experience and knowledge to further that mission.
- I will be an active volunteer, making my skills, experience and knowledge available to HSSA and actively engage in activities, projects, initiatives and sub committees.
- I will suggest ideas and innovations to improve practices and processes. I will challenge the status quo as necessary. I will adapt to change and take on new ideas and ways of working to find solutions and solve problems.
- I will respect confidentiality when required, but never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of HSSA and its operations, especially those related to volunteering.
- I will act with care and diligence. I will be accountable for my actions as a volunteer and will submit my activities to whatever review or scrutiny is appropriate.
- I accept my responsibility to ensure that the volunteering work is well run and will raise issues and questions in an appropriate way to ensure that this is the case.

### Managing Interests

- I will not gain materially or financially from my involvement with HSSA unless specifically authorised to do so.

- I will act in the best interests of HSSA as a whole, and not as a representative of any group – considering what is best for HSSA in the present and future. I will avoid bringing HSSA into disrepute.
- I will not put myself in a position where my personal interests conflict with my duty to act in the interests of HSSA unless authorised. Where there is a conflict of interest, I will ensure that this is managed effectively in line with HSSA's policies.
- I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

## **Meetings**

- I will attend all appropriate meetings and other requirements of the Volunteers, or give apologies.
- I will prepare fully for all meetings. This includes, as necessary, querying anything I do not understand, seeking input, considering issues and decisions before meetings, and completing tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision making, accept a majority decision, and will not act individually unless specifically authorised to do so.

## **Governance**

- I will actively contribute towards improving the work of the volunteer group, participate in induction and training, and share ideas for improvement.

## **Relations with Others**

- I will endeavour to work considerately and respectfully with all those I come into contact with at HSSA and in the Volunteer group. I will respect diversity, different viewpoints, different roles and boundaries, and avoid giving offence, while still debating issues and decisions.
- I will seek to support and encourage all those I come into contact with during my time as a volunteer.
- I will treat everyone with respect and courtesy and without harassment of any kind. I will handle criticism and feedback well by listening, seeking more information where necessary, empathising and taking personal responsibility.
- I will not make public comments about HSSA, the Committee, the volunteers or their work unless authorised to do so..

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**I have read and understood my responsibilities.**

**SIGNED:**

**NAME:**

**DATE:**