



SAWs

Support Asian Women's Friendship Association Inc.

亞洲婦女聯誼協會

*Empowering Women From Culturally and Linguistically Diverse
(CALD) Backgrounds*

Volunteer Code of Conduct

Purpose

The purpose of the Volunteer Code of Conduct is to set the standards of behaviour expected of volunteers of Support Asian Women's Friendship Association (hereafter SAWs). These standards are informed by the Objects and Purposes of SAWs, which are, within the whole of the Australian Capital Territory and surrounding areas,

- (a) To provide emotional support positive health to all women especially those from Asian backgrounds.
- (b) To provide a safe and comfortable environment for the needs of women in the field of social welfare and relate to one another
- (c) To foster social connection.
- (d) To encourage women to share their skills
- (e) To maximise the opportunities for women to access government and non-government services and information.

Standards of Behaviour

1. Treat others with respect, dignity and courtesy.
2. Be sensitive to the particular needs and circumstances of the clients of SAWs.
3. Value the efforts and contributions of other members of SAWs.
4. Perform my duties in as culturally and linguistically inclusive a manner as I can.

Responsibilities

1. Wear my SAWs badge when I am volunteering for SAWs.
2. Be clear about when I am representing SAWs and when I am participating in community activities or events as a private individual.
3. Perform the tasks assigned to me in a timely fashion, or notify my supervisor if there are any difficulties that may prevent me from completing my tasks.

4. If I am asked by a client, or am considering providing transport to a SAWs client, I will ask for approval from my supervisor, and will only confirm with the client after receiving approval.
5. Report/ notify any gifts I receive over \$5 to a Board Member.
6. Report **any** accident that occurs during a SAWs activity to a Board Member.
7. Should I come across any disrespectful, unethical or inappropriate practices or behaviours in the course of my work with SAWs, report it to a SAWs Board Member.
8. If I am responsible for developing a program, I will keep my supervisor informed and request approval before publicly announcing the program.
9. If I am responsible for delivering a program, I will adhere to the program, and discuss and wait for approval from my supervisor before making any changes to the program.
10. Disclose any conflicts of interest to a Board Member.
11. If I have a conflict with another SAWs volunteer or worker, which I cannot resolve, I will notify my supervisor or, in the event that the conflict is with my supervisor, with a Board Member.
12. If I decide to resign, I will notify my supervisor and return my SAWs badge.