FV-01 | Code of Conduct

APPROVED BY THE COMMITTEE
Reviewed November 2026

It is a condition of Fishcare Victoria Inc. that all volunteers agree and adhere to the volunteer code of conduct.

I undertake that I shall be professional at all times, and must:

1. Actively support the aims and objectives of the group;
2. Behave with integrity and honesty in a way that upholds the reputation of the organisation;
3. Treat everyone with respect and courtesy and without harassment;
4. Maintain confidentiality and always use any information obtained appropriately;
5. Disclose, and take steps to avoid, any conflict of interest;
6. Comply with lawful and reasonable requests;
7. Act in accordance with all applicable Australian laws;
8. Not provide false or misleading information;
9. Not be under the influence of alcohol or drugs while undertaking assigned duties, other than normal prescription or pain relief medication;
10. Respect and comply with all the groups policies and procedures;
11. Work within the boundaries of the position description;
12. Always act with sufficient care to ensure the safety of all. Including your own;
13. Use resources and equipment in a safe and appropriate manner;
14. Speak publicly (including to media) on group matter only if the is in your allocated role;
15. Maintain professional neutrality on non-Fishcare related issues such as politics and religion;
16. Participate in meetings and training as required, according to Rules of Association;
17. Perform assigned duties as well as possible taking into account skills, experience qualifications and position;
18. Request assistance when need to undertake an activity competently;
19. Fishcare Volunteers must advise the Fishcare Facilitator (or through appropriate group leader) of any intended activity, including factors such as where, when, who, times, expected route taken etc. before any activity is undertaken;
20. Not perform any compliance duties;
21. Follow the direction of the Fishcare Facilitator at all times;
22. Volunteers are not to undertake volunteer activities individually, nor use private vessels for operations;
23. Adhere to all equal opportunity principles, occupational health and safety procedures and cultural sensitivities and practices of the group;
24. Fishcare Volunteers cannot endorse products or organisations other than those promoted by Fishcare Victoria Inc.;
25. Adhere to all accounting procedures and practices of the group;
26. Wearing Fishcare uniforms and identification tags at all times whilst on duty, including direct travel to and from duty. At no other time should Fishcare uniforms be worn;
27. No alterations to be made to uniforms without Fishcare Victoria's consent;
28. Keep uniforms clean, neat and tidy at all times;

29. Not lending Fishcare uniforms to any person not involved in the Fishcare program;
30. Uniforms (including name badges), remain the property of Fishcare Victoria at all times and must be returned to the Fishcare Coordinator when asked to do so or when a volunteer ceases to be actively involved in the Fishcare program;
31. Notify the Fishcare Victoria Facilitator of any loss of uniform immediately.

I have read and understood the terms and conditions of the Code of Conduct. By signing this document I agree to be bound by these terms during my activities on behalf of my Fishcare group and Fishcare Victoria Inc.

I am aware of my obligations as outlined in this document and that my appointment as a Fishcare Volunteer may be terminated as a result of any breach by me of the responsibilities in this document.

Name (Print): ……

Signed: ……..

Date:……

References and review

Reviewed November 2026. Review again in November 2027, or earlier after a relevant legal, service or risk change.

Victorian Child Safe Standards; Child Wellbeing and Safety Act 2005 (Vic)
https://www.vic.gov.au/child-safe-standards

Occupational Health and Safety Act 2004 (Vic): incident notification
https://www.worksafe.vic.gov.au/notifiable-incidents-under-occupational-health-and-safety-act-2004

Equal Opportunity Act 2010 (Vic): workplace rights and positive duty
https://www.humanrights.vic.gov.au/for-individuals/employment/

VEOHRC: volunteers and sexual harassment
https://www.humanrights.vic.gov.au/for-individuals/volunteering/