

**GRASS SKIRT PROJECT EMPLOYEE & VOLUNTEER REQUIREMENTS & CODE OF CONDUCT**



## EMPLOYEE & VOLUNTEER REQUIREMENTS & CODE OF CONDUCT

Grass Skirt Project uses both paid employees and volunteers to conduct activities both in Australia and in Papua New Guinea. This written policy is for all paid staff, volunteers and stakeholders on the requirements for involvement and code of conduct while employed or engaged with Grass Skirt Project.

The purpose of this policy is to set out what Grass Skirt Project expects from our volunteers, employees and executives when engaged with the organisation, as well as provide a policy to guide resolution of any issues that may arise.

This policy aims to:

- give clear guidelines on what volunteers, employees and executives can say about the organisation;
- comply with relevant legislation and protect volunteers, employees and executives;
- help supervisors manage performance effectively;
- help volunteers draw a line between their private lives and their volunteering;
- protect Grass Skirt Project against liability for the actions of volunteers, employees and executives;
- be clear about sensitive issues such as monitoring and explain how problems with inappropriate behaviour or actions will be addressed.

### 1. Policy statement

Grass Skirt Project recognises that the employees and volunteers are our most valuable asset, and protecting their welfare and safety is of the utmost importance. Grass Skirt Project also recognises that employees and volunteers who act in an unprofessional manner, exercise poor judgment, or commit an inappropriate or illegal act while engaged in Grass Skirt Project activities, represent a risk to both the community we seek to serve, our other employees and volunteers, and our organisation as a whole.

1.1 This policy aims to protect individuals volunteering or working with us in any role and to encourage you to take responsibility for what you do, exercising good judgment and common sense.

1.2 This policy aims to protect individuals who are the recipients of Grass Skirt Project activities or services, encouraging them to notify the organisation of any unsatisfactory outcome or inappropriate event.

### 2. Who is covered by the Policy?

2.1 This policy covers volunteers and employees, consultants, contractors, activity participants and members of communities where Grass Skirt Project operates.

### 3. Scope and purpose of the Policy

3.1 This policy deals with the **engagement** of staff (paid or unpaid) including company directors, contractors, consultants, or volunteers.

3.2 It applies to the conduct of activities by Grass Skirt Project, including directly with activity recipients and with the wider community.

3.3 If a volunteer or employee is found to be in breach of this policy their volunteer supervisor will address this using the Procedures for Problem Solving in Volunteering or Employment.

3.4 This policy links to all other policies therefore conduct should never be in a way that breaches any of our other policies such as equal opportunities, data protection, social media, working with children etc.

### 4. Personnel responsible for implementing the Policy

4.1 All supervisors have a specific responsibility for operating within the boundaries of this policy, ensuring that all volunteers, employees and participants understand the standards of behaviour expected of them and taking action when behaviour falls below this.

4.2 All volunteers, employees and participants are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misconduct or questions regarding the content or application of this policy should be reported to the Program Manager.

4.3 Any content which raises a safeguarding concern must be reported to the Program Manager, in line with the reporting procedures outlined in Grass Skirt Project Safeguarding Policy.

### 5. Guidelines for engagement of staff or volunteers with Grass Skirt Project.

5.1 All volunteers or staff who will work with Grass Skirt Project must have an industry standard, current qualification and provide evidence of this qualification. This is to ensure that activities conducted are of the highest quality possible.

5.2 All volunteers or staff who will work with Grass Skirt Project must supply a relevant and current professional reference and an Australian Working With Children Check.

### 6. Guidelines for conduct of staff or volunteers with Grass Skirt Project.

6.1 All volunteers or staff working with Grass Skirt Project must adhere to Grass Skirt Project policies and should follow the principles laid out as follows;

**INTEGRITY**- We act with honesty and are guided by ethical and moral principles in all that we do.

**ACCOUNTABILITY** – We take responsibility for our actions and are accountable to all our stakeholders, and in particular primary stakeholders, for our performance and integrity.

**TRANSPARENCY** - We openly share information about our organisation and our work to all our stakeholders and to the public.

**RESPECT** - We recognise the value and diversity of every person and are committed to treating others with due regard for their rights, dignity and integrity.

**EFFECTIVENESS** - We strive to deliver outcomes that bring about positive change in the lives of people we seek to serve.

**EQUITY** - We are committed to overcoming prejudices and disadvantage and promoting fair and just access to resources and opportunities.

**COOPERATION** - We work with and alongside others in a spirit of mutuality, respecting diversity and difference in the pursuit of common goals.

## 7. Compliance Mechanisms

As a non-profit charity, all members of Grass Skirt Project have an ethical and legal responsibility to comply with our code of conduct. However we accept that self regulation is not sufficient to ensure compliance. Therefore we have adopted the following strategies to enhance compliance;

### 7.1 Qualification and reference checking

All volunteers and employees must undergo rigorous qualification, reference and criminal history checking

### 7.2 Transparency and accountability

Grass Skirt Project must be transparent and accountable on all our policies, procedures, activities, complaints and resolution of any issues that arise.

### 7.3 Continuous compliance

All volunteers and employees must maintain continuous compliance with all policies and procedures.

### 7.4 Regular assessment

All volunteers and employees will undergo regular review and assessment of performance and suitability to maintain role.

### 7.5 Spot checks

All activities will be subject to spot checks to ensure compliance with policies and procedures.

### 7.6 Complaints process

Should an employee, volunteer, activity participant or any other involved party have a complaint, they may submit details of this either in writing by personally

handing this to a Grass Skirt Project employee or volunteer, mailing this to our postal address, electronically via email, on our website (<http://www.grassskirtproject.org/contact.html>), on any of our social media pages ([www.twitter.com/grassskirtproj](http://www.twitter.com/grassskirtproj) [www.instagram.com/grassskirtproject](http://www.instagram.com/grassskirtproject) [www.facebook.com/grassskirtproject](http://www.facebook.com/grassskirtproject)) or verbally to a Grass Skirt Project employee or volunteer. Any complaint tendered to a Grass Skirt Project employee or volunteer must be recorded in the complaints register, investigated by a independent person (someone not involved in the complaint), followed up with the affected parties to obtain resolution, and may be further escalated to relevant authorities in PNG and Australia if deemed necessary.

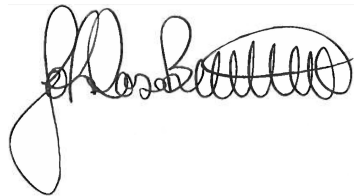
#### 8. Non-compliance

Any persons deemed non-compliant with this or any other Grass Skirt Project policy may be permanently excluded from engagement with the organisation and prevented from participating in any further activities as either staff, volunteer or activity recipient.

This policy was adopted by Grass Skirt Project on July 1st 2017

Signed on behalf of the Management Committee by:

Signature



Name

SOFIA BARTLETT

The policy has been reviewed by the Management Committee on:

Date July 1st 2017