

Volunteer Code Of Conduct

PURPOSE: Young Life Australia is committed to conducting its affairs responsibly, ethically and lawfully. This Code of Conduct establishes policies and procedures that are intended to guide volunteers who have accepted responsibility to act in the name of the Association and to ensure compliance with the Association's commitment to responsible, ethical and lawful conduct. These policies and procedures apply to all persons who are undertaking volunteer activities for Young Life Australia. Additional policies and procedures may be issued from time to time.

BASIC POLICIES:

Compliance with Laws. The Association will conduct its business and affairs in compliance with the laws, rules and regulations of all relevant Australian jurisdictions and in accordance with the Association's high ethical standards.

Work Environment. The Association will maintain a safe and drug-free work place that is free from discrimination, bullying and harassment based on race, colour, creed, religion, sex, age, disability, national origin, ancestry, citizenship, armed forces service, marital or veteran status, sexual orientation, or any other impermissible factor.

Sexual Morality & Conduct. It is critical to Young Life's mission and ministry that Young Life volunteers conform to the highest standards of sexual morality and conduct. In their work with Young Life and in their private lives, Young Life volunteers shall not engage in any relationship or activity, which constitutes sexual harassment or sexual misconduct as defined in the appropriate Young Life policies.

Recording and Reporting Information. In recognition of the fact that accurate information is essential to the Association's ability to satisfy legal and regulatory obligations, all volunteers will record and report all information honestly and accurately. No volunteer will sign or submit, or permit others to sign or submit on behalf of the Association, any document or statement that he or she knows or has reason to believe is false.

Payments. The Association uses processes that promote transparency and accountability. The Association and its volunteers will not make any improper payments to government or non-government officials, employees, clients (including young people), customers, persons or entities, nor will the Association or its volunteers request or accept any improper payment from suppliers, clients, customers, or anyone seeking to do business with the Association.

Fair Dealing. Each volunteer will deal fairly with the Association's clients (including young people), customers, donors, suppliers, volunteers, competitors, independent auditors, employees and other volunteers and will not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing or practice.

Confidential Information. No volunteer will use, for his or her own personal gain, or disclose to any third party, any confidential or proprietary information that he or she obtained as a result of his or her employment with or relationship with the Association. Confidential or proprietary information includes all non-public information that might be of use to competitors or harmful to the Association and its clients (including young people) if disclosed.

Political Contributions. The Association will make no corporate political contributions to parties or individuals, even where such contributions may be legal, but encourages volunteers to participate in community affairs and to exercise citizenship responsibilities.

Corporate Opportunities. Volunteers acting in the name of the Association are expected to advance the legitimate interests of the Association when the opportunity to do so arises. Volunteers are prohibited from (a) taking for themselves personally opportunities that are discovered through the use of corporate property, information, or position, (b) using corporate property, information, or position for personal gain, or (c) competing with the Association.

Protection and Proper Use of Assets. Theft, carelessness, and waste have a direct impact on the sustainability and financial viability of the Association. All volunteers are expected to take appropriate actions to protect the Association's assets and ensure their efficient use for legitimate Association purposes.

Conflicts of Interest. No volunteer while acting in the name of the Association will engage in any activity or have any outside interest that might deprive the Association of his or her loyalty, interfere with the satisfactory performance of his or her duties, make it difficult to perform his or her duties for the Association objectively and effectively, or be harmful or detrimental to the Association. Volunteers must immediately disclose in writing any actual or potential conflict of interest that they have to the Chief Executive Officer of the Association for resolution. A conflict of interest occurs when a person's interest interferes or appears to interfere in any way with the Association's interests and may also arise when a volunteer or a member of his or her family receives improper personal benefits as a result of his or her position with the Association. A conflict of interest also occurs when a volunteer acts outside the proper authority of his or her position or undertakes unauthorised negotiations in the name of the Association.

Examples of actual or potential conflicts of interest include whenever:

- (a) A volunteer holds an outside position or is engaged in an outside activity that affects the performance of his or her voluntary work for the Association.
- (b) A volunteer, or any member of his or her family, is employed by, is a consultant to, or holds ownership or other interest in any concern that is a competitor of the Association, a supplier or dealer for the Association, or is involved in a joint-venture with the Association.
- (c) A volunteer, or any member of his or her family, acquires an interest in any entity or concern that he or she knows is being considered by the Association as a possible merger, acquisition or joint-venture candidate.

COMPLIANCE:

The Chief Executive Officer or manager in charge of a division, operating unit, region or area is responsible for ensuring that his or her volunteers understand and comply with this Code of Conduct, and for creating a work environment in which compliance is expected and rewarded.

Any waiver of the policies or procedures set forth in this Code of Conduct may be given only by the Chief Executive Officer.

It is the responsibility of every volunteer to report any violation or suspected violation of these policies and procedures. A report may be made to the Chief Executive Officer or Compliance Officer. In the alternative, a violation may be reported using the email: office@younglife.org.au. The identity of the person or persons making a report will remain confidential on a "need to know" basis. Reporting may be anonymous. The Chief Executive Officer or Compliance Officer will notify the Board of Directors of any report that they receive.

Appropriate volunteers will be required periodically to confirm in writing that they understand and are complying with these policies and that they are not aware of any violations of these policies or have properly reported all violations.

The Association will promptly investigate any alleged violation of these policies. Violation of a policy, retaliation against any individual for reporting a violation, or failure to otherwise comply with these policies will not be tolerated and will result in disciplinary action, including termination of employment where appropriate. Where, in the opinion of the Chief Executive Officer or Chairman of the Board, any act constitutes criminal behaviour under the law of any applicable Australian jurisdiction, the Association will report that act to the relevant authorities for investigation.

Questions concerning this Code of Conduct should be directed to the Chief Executive Officer or Compliance Officer.