

Suncoast Community Legal Service Inc.

Know where you stand

VOLUNTEER CODE OF ETHICS AND CONDUCT AGREEMENT

I agree to abide by the Suncoast Community Legal Service Inc (SCLS) Code of Ethics and Conduct as outlined below.

I undertake to act ethically, responsibly and in the best interests of SCLS at all times in my role with SCLS.

I commit to adhering to the following:

1. SCLS Values:

- I will act with honesty and integrity, and:
 - act honestly at all times
 - be transparent when making decisions or giving advice
 - ensure all actions can withstand scrutiny

- I will act with respect and courtesy, and:
 - act fairly and equitably
 - respect others, their values and their rights
 - respect privacy and confidentiality
 - create an environment that is free of discrimination, harassment or victimisation

2. Standards of work:

- I will perform my duties to the best of my ability and at the highest level of professional conduct. I will be accountable for my work and my interactions with others.

- I will maintain accountability and:
 - work within the goals and objectives of SCLS
 - follow the rules, policies and procedures of SCLS
 - act within the law
 - undertake all duties in a diligent manner
 - not act in a way that brings me or SCLS into disrespect

- In my personal behaviour I will:
 - work cooperatively as a member of the team
 - support colleagues and treat everyone with respect and courtesy
 - discuss ethical concerns with colleagues and managers
 - project a positive image of the organisation
 - not be absent from my duties without an appropriate reason
 - maintain confidentiality

3. Conflict of interest

- I will adhere to the SCLS Conflicts of Interest Policy and:
 - act impartially and without prejudice
 - declare any potential or actual conflict of interest
 - not accept gifts or benefits that would influence my decisions.

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4. Confidentiality and privacy

- I will adhere to the SCLS Confidentiality and Privacy principals and respect and keep confidential internal matters of the organisation, and respect the privacy of others.

5. Use of resources

- I will:
 - recognise the physical, financial, technological resources and intellectual property resources that belong to SCLS
 - use all work resources efficiently and only for appropriate purposes
 - respect and safeguard the resources

6. Harassment and bullying

- I will ensure that my behaviour is never discriminatory, harassing or bullying, and report any behaviour that is concerning.

7. Reporting unethical behaviour

- I will report any behaviour by SCLS personnel that I believe is unethical, including:
 - workplace behaviour that violates any law, or is corrupt conduct or misconduct
 - mismanagement of resources or fraudulent behaviour
 - behaviour that creates a danger to public health, safety or the environment.

PROFESSIONAL INDEMNITY INSURANCE ACKNOWLEDGEMENT

To assist the Suncoast Community Legal Service Inc. comply with the requirements of its Professional Indemnity Insurer: I acknowledge that I have been provided with a copy of the National Association of Community Legal Centres (NACLC) National Risk Management Guide and the Suncoast Community Legal Service Volunteer Resource Manual.

Last updated: 27/01/2021