



CODE OF PRACTICE GOVERNING VOLUNTEERS INVOLVED WITH RDA

In order to enhance the volunteers' experience and comply with legislation and duty of care RDA will:

- Interview and employ volunteer staff in accordance with anti-discrimination and equal opportunity legislation;
- Provide volunteer staff with orientation and training and an opportunity for the development of skills and experience;
- Provide volunteer staff with a healthy and safe workplace in accordance with current practice and legislation;
- Provide appropriate insurance coverage for volunteers;
- Define volunteer roles and develop clear job descriptions;
- Provide appropriate levels of support and management for volunteers;
- Make volunteers aware of and provide them with a copy of the RDA volunteers guide and other documents relating to RDA volunteer policies;
- Provide all volunteers with information on grievance and disciplinary policies and procedures;
- Acknowledge the rights of volunteers;
- May reimburse volunteers for some out of pocket expenses incurred on RDA's behalf providing prior approval has been given by the relevant RDA committee;
- Acknowledge and respect the contributions of volunteers.
- Provide volunteers with accurate and truthful information about RDA.
- Have volunteers confidential and personal information dealt with in accordance with the National Privacy Act 2001.
- Acknowledge that the relationship between RDA and volunteers is a reciprocal one.
- Acknowledge that volunteers are of equal status and deserve the same treatment as paid employees, and that RDA can expect the same standards of its volunteers; as it expects of its paid employees;
- Ensure that volunteers only work in the area of their choice;
- State and acknowledge the contribution of RDA volunteers in RDA documentation.