



## **Development Together Pty. Ltd.**

### **CODE OF CONDUCT**

I agree that as a volunteer/intern with Development Together I undertake that I will:

1. Comply with and exercise due care in carrying out my Roles and Responsibilities in the allocated time (as outlined in the role description provided to me for my placement);
2. Comply at all times with the requirements of Development Together and with all applicable national and international laws, relevant to fulfilling my obligations to Development Together and my host organisation;
3. Meet all applicable Child Protection Legislation requirements in my Country/State/Territory and follow Development Together's Child and Vulnerable Adult Safeguarding Policy;
4. Undertake training and meet all pre and post placement briefing requirements, as appropriate;
5. Respect the privacy of persons served by Development Together and hold, in confidence, sensitive, private and personal information collected in relation to Development Together in accordance with the Terms and Conditions and Privacy Policy of Development Together and the law;
6. Treat everyone with respect regardless of gender, ethnicity, disability, sexuality or religious beliefs;
7. Immediately advise Development Together staff of any matter of which I am involved that has, or could lead to, criminal conviction;
8. Advise Development Together staff of any matters that may be detrimental to the good name of Development Together;
9. Represent Development Together with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour;
10. Undertake my role in a safe work environment. This includes: taking reasonable care for my own health and safety; ensuring that my conduct does not adversely affect the health and safety of others; compliance with any reasonable instructions relating to health and safety; cooperate with any reasonable policy or procedure relating to health and safety that applies to me, my colleagues, people I am supervising or who are considered to be in my care; not harming others in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions;
11. Follow rules and all reasonable instructions at the project and from support staff;
12. Follow through and complete agreed tasks and commitments;



13. Display respect and courtesy for all participants of Development Together, other volunteers, interns, staff, contractors, sub-contractors (paid or unpaid), host organisation staff, clients and property;
14. Work cooperatively as a team member with Development Together and/or the host organisation employees, volunteers/interns and clients;
15. Copy and distribute materials Development Together and/or the host organisation gives me only for the purposes of Development Together and/or the host organisation, and not otherwise use them without the prior written consent, or use those materials in any way which would bring Development Together and/or the host organisation into disrepute; stop use of all materials once my involvement with Development Together and/or the host organisation ends; ensure that any improvements, developments, or new versions of the materials, including new materials I create based on or incorporating them, belong to Development Together and/or the host organisation, and I assign all rights, including intellectual property rights in them, to Development Together and/or the host organisation; Ensure that any documents, collateral, website pages or other items that utilise the Development Together and/or the host organisation logo meet all requirements of Development Together and/or the host organisation.

I confirm that I have been made fully aware of, and understand and agree to the contents of the Development Together Code of Conduct. Please complete the details below and return\* this completed form to [k.goodchild@developmenttogether.com](mailto:k.goodchild@developmenttogether.com)

Your name: \_\_\_\_\_

Date: \_\_\_\_\_

*\*This policy is to be signed and returned prior to commencement of placement/employment with Development Together. Failure to do so within the designated time frame will result in placement/employment being terminated.*

*\*Disclaimer: Reasonable precautions have been taken to ensure information in this publication is accurate. However, it is not intended to be legally comprehensive; it is designed to provide guidance in good faith, without accepting liability. If relevant, we therefore recommend you take appropriate professional advice before taking any action on the matters covered herein.*