

1. Introduction

Sunshine Coast Riding for the Disabled (SCRDA) provides a safe environment for the benefit of persons with disabilities where volunteers can contribute in an enjoyable, fulfilling and rewarding manner.

2. Scope

This Code of Conduct applies to all members and volunteers at Sunshine Coast Riding for the Disabled while on the SCRDA properties or acting as members of SCRDA at any location.

3. Volunteer Code of Conduct

All members and volunteers are expected to:

- Familiarise themselves with the policies and procedures and seek guidance if unclear of what is expected of them.
- Be personally responsible and accountable for their own behaviour.
- Treat others with respect and dignity at all times.
- Work collaboratively with others, carry out duties to the best of their ability and act in a courteous manner, even in times of adversity.
- Work only to their level of competency. Contact a Committee member or coach when confronted with a situation which you are unable to contend with or is beyond your role and responsibility.
- Act in good faith at all times, with honesty, integrity and respect.
- Act in a safe manner with care and diligence.
- Respect the cultures, beliefs, opinions and decisions of others although these may differ from your own.
- Comply with the law.
- Respect the confidentiality of information entrusted to them during the course of their volunteering, whether about other volunteers, participants, charities, sponsors or suppliers.
- Act ethically and responsibly in the event they become aware of an actual or potential conflict of interest and notify a Committee member or coach as soon as possible.
- Contact a Committee member or coach if they witness behaviour that may be in breach of SCRDA policy or otherwise endangers a member, participant, visitor.
- Raise concerns or complaints in an appropriate manner, by following SCRDA policy and procedure where reasonably practicable.
- Co-operate with any investigation of complaints or concerns regarding potential breaches of this policy.

Committee members and Coaches are also expected to:

- Set the example regarding the conduct expected of members and volunteers.
- Ensure that members and volunteers are aware of and adhere to SCRDA policies and procedures, as well as understand how to raise a concern or complaint.
- Provide support, feedback and instruction to members and volunteers in a positive and constructive manner.
- Treat complaints seriously and confidentially.
- Take appropriate action in response to breaches and complaints.

Members and Volunteers must not:

- Smoke or use tobacco products while on SCRDA property.
- Use, possess or be under the influence of alcohol at any time while engaged in SCRDA activities with the exception of social activities specifically approved by the Committee.
- Use, possess or be under the influence illegal drugs at any time while engaged in SCRDA activities.
- Use your position as a volunteer to take advantage of any young person or person with a disability.

4. Breaches

Breaches of the Code of Conduct will be subject to the Complaints and Discipline Policy and Procedure.

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