

Ignite Award Volunteer Code of Conduct



I undertake as Volunteer for Ignite Award of Award Agent, _____
I undertake that I will:

- a. Comply with and exercise due care in carrying out my Duties and Responsibilities as outlined in the Ignite Award Reference Book available at www.awardswa.org.au
- b. Comply at all times with the requirements of the Ignite Award and with all applicable laws relevant to fulfilling my obligations to Awards WA.
- c. Meet all applicable Child Protection Legislation requirements in Western Australia.
- d. Undertake training requirements, as appropriate.
- e. Respect the privacy of persons served by Awards WA and hold, in confidence, sensitive, private and personal information collected in relation to the Ignite Award in accordance with the Privacy Policy of Awards WA [ABN 31 619 327 859] and the law (reports of child abuse or neglect will be handled under the relevant Western Australian legislation).
- f. Immediately advise my Award Agent of any matter of which I am involved that has or could lead to criminal conviction. Advise the Award Agent of any Officer or employee of the Award Agent; or any Ignite Leader/Guide/Volunteer involved in the management and/or delivery of the Ignite Award, who I believe has acted in a way which may be detrimental to the good name of the Awards WA.
- g. Represent Awards WA with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
- h. 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; and cooperation 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.
- i. Follow through and complete agreed tasks and commitments.
- j. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model.
- k. Display respect and courtesy for participants of the Ignite Award, other Volunteers, staff, contractors and property.
- l. Provide a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- m. Work cooperatively as a team member with employees of Awards WA and other Volunteers.
- n. Undertake to provide assessment for the Ignite Award only in areas where I am suitably qualified and/or experienced.
- o. Copy and distribute materials given to me only for the purposes of the Ignite Award and not otherwise use them without the prior written consent of Awards WA.
- p. Not use those materials in any way which would bring the Ignite Award and/or Awards WA into disrepute.
- q. Immediately stop use of all materials once my involvement with the Ignite Award ends.
- r. Ensure that any improvements, developments, or new versions of the materials, including new materials I create based on or incorporating them, belong to Awards WA and I assign all rights, including intellectual property rights in them, to Awards WA.
- s. Ensure that any documents, collateral, website pages or other items that utilise the Ignite Award logo meet all requirements of Awards WA.
- t. Ensure that all new materials utilising the Ignite Award logo which contain interpretive content regarding the Ignite Award has been approved by Awards WA prior to being circulated. A copy of all such materials will be retained by Awards WA for reference purposes.

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Volunteer Details and Agreement

Name		Phone	
Award Agent		Date of Birth	
Address			
Email			
		I agree to the terms of the Volunteer Code of Conduct	
		I am 18 years and older	
Please tick			
Child Protection Information		Expiry Date	
WWCC #			
Signature		Date	

For the purposes of Awards WA, and therefore this document, a "Volunteer" means anyone over the age of 18 who assists with the Ignite Youth Award (Ignite Award), either in a paid or unpaid capacity. This includes all Ignite Leaders and Ignite Guides.