



Volunteer Code of Conduct

In consideration of the Licensed Operator above, appointing me as an Assessor in relation to The Duke of Edinburgh's Award (The Award), I accept these terms and undertake that I will: -

1. Exercise due care and diligence in carrying out my role and responsibilities.
2. Comply at all times with the requirements of The Award and with all applicable laws relevant to fulfilling my obligations to The Award.
3. Consent to undergo a police and/or referee/background check when requested by The Award.
4. Undertake training and meet accreditation requirements, as appropriate.
5. Respect the privacy of persons served by The Award and hold, in confidence, sensitive, private and personal information collected in relation to The Award in accordance with the Privacy Policy of the Duke of Edinburgh's Award in Australia [ACN 114 267 195] (National Award Authority) and the law. (Reports of child abuse or neglect will be handled under the relevant State/Territory legislation).
6. Immediately advise the aforementioned Licensed Operator of any matter of which I am involved that has or could lead to a criminal conviction.
7. Advise the Licensed Operator of any Officer or employee of the Licensed Operator; or any assessor, instructor or volunteer involved in the management and/or delivery of The Award, who I believe has acted in a way which may be detrimental to the good name of the award.
8. In carrying out my role and responsibilities for The Award I will:
 - represent The Award with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour;
 - follow through and complete accepted tasks;
 - conduct myself in a respectful manner, exhibit good conduct, and be a positive role model;
 - display respect and courtesy for participants of The Award, other volunteers, staff, contractors and property;
 - provide a safe environment by not harming youths or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions;
 - work cooperatively as a team member with employees of The Award and other volunteers; and
9. I agree:
 - to follow through and complete accepted tasks;
 - I will copy and distribute materials the Licensed Operator gives me only for the purposes of The Award and will not otherwise use them without the prior written consent of the National Award Authority;



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- I will not use those materials in any way which would bring The Award, Licensed Operator, State Award Authority or the National Award Authority into disrepute;
- that once my appointment to The Award ends, I will immediately stop all use of the materials;
- that any improvements or developments or new versions of the materials, including new materials I create based on or incorporating them, belong to the National Award Authority and I assign all rights, including intellectual property rights, in them to the National Award Authority;

A description of my role and responsibilities under The Award are detailed below, as well as the requirements and fundamental principles of The Award, which I have read and understand. I will comply with all of these requirements.

I am aware of my obligations as outlined in this document and that my appointment as an Assessor in relation to The Award may be terminated as a result of any breach by me of the undertakings in this document.

I agree to the above terms.