



TALOS Code of Conduct

We expect participants to:

- Be present at the agreed times and tell us if you are not able to participate
- Pay subscription in a timely manner
- Carry out duties and responsibilities in a safe, efficient and competent way
- Comply with lawful and/or reasonable direction, instructions and policies
- Respect the privacy of individuals and only use confidential information for the purposes for which it was intended
- Do not use property or funds other than for authorised purposes
- Maintain the confidentiality of any information obtained while participating
- Observe safety procedures including: - keeping yourself and others safe at all times - notifying the organisation about hazards or potential hazards in the working environment - notifying the organisation about any accident, incident or property damage - complying with New Zealand laws
- Perform their duties honestly and impartially, and avoid any financial, legal or professional situations which might compromise their integrity or otherwise lead to a real or perceived conflict of interest.
- Report any conflict of interest to the Committee

We expect participants will not:

- Create any liability for our organisation without authorisation
- Act in a way that may bring our organisation into disrepute (including use of email, social media and other internet sites, engaging with media etc)
- Engage in any activity that may cause physical or mental harm of another person (such as verbal abuse, physical abuse, assault, sexual or racial harassment, bullying, safety of yourself and others)
- Be affected by alcohol, medication or non-prescription drugs while volunteering
- Provide a false or misleading statement, declaration or claim
- Falsify or change any documents or records
- Engage in any activity that may damage our property
- Have unauthorised possession of property belonging to anyone else
- Engage in a criminal activity in our society building

Breaches of the Code of Conduct

Breaches of the Code of Conduct and/or evidence of non-competency may lead to a notification of unacceptable behaviour and a warning or the immediate end to your services as a participant. Repeated breaches of the Code of Conduct will lead to the immediate end of your services as a participant. If you suspect a breach has taken place, you should report any breach to any member of the TALOS Committee. This may be done on a confidential basis.



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Declaration

I have read and understand the information in this document, and I agree to follow the Code of Conduct during my time participating.

Name: _____ (please print)

Signed _____ Date _____