



## MELBOURNE FOOTBALL CLUB VOLUNTEERS' CODE OF CONDUCT

The Melbourne Football Club Volunteers is a group of unpaid Volunteers recognised and sanctioned by the MFC and is governed by the MFC's processes and procedures. In addition, the following MFC Volunteers' Code of Conduct is effective at all times.

For the purposes of implementing the Volunteers' Code of Conduct the following terms mean:-

"Duties" means	Any duties carried out by a Volunteer at any place or time as requested by the MFC, the MFC Volunteers Committee, any MFC support group or from any member/employee of the MFC during the working period
"MFC" means	Melbourne Football Club Ltd
"Volunteers' Committee" means	The committee elected by the Volunteers to administer the MFC Volunteer's program
"Volunteer" means	Any person who acts on behalf of and serves the MFC on an unpaid basis and of his/her own free will
"Working Period" means	Any time whatsoever that a Volunteer is working for and/or on behalf of the MFC whether during or outside the official AFL season

1. An MFC Volunteer must at all times act honestly and in good faith, and always in the best interests of the MFC.
2. An MFC Volunteer will carry out their duties to the best of their ability.
3. An MFC Volunteer must not make improper use of any knowledge or information acquired by them as a MFC Volunteer during their working period.

Any knowledge or information obtained during or after a Volunteer's working period must be treated as confidential by the MFC Volunteer. Confidential information includes information relating to the business affairs of the MFC.

All MFC Volunteers are obliged, as a matter of law, to ensure that all personal information that comes to their knowledge before, during and after their period with the MFC as a Volunteer is protected in accordance with the MFC's Privacy Principles. Further, MFC Volunteers must ensure the commitments given by the MFC to its members and others in its Privacy Statement are carried out properly.

Failure to comply with those obligations and to carry out those commitments, or causing the MFC to breach those obligations and commitments, may result in sanctions being imposed by the MFC.

If any Volunteer suspects that personal or confidential information is in the wrong hands, they should bring it to the attention of either the Volunteers' Committee or to the MFC directly.

4. An MFC Volunteer must not at any time take improper advantage of being an MFC Volunteer.



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5. An MFC Volunteer must not engage in any conduct and/or act that bring disrepute and/or discredit to the MFC.

Any Volunteer who behaves in an unbecoming and/or dishonourable manner or in a manner prejudicial to the interests of the MFC Volunteers and/or the MFC may be subject to sanction.

6. As an MFC Volunteer you may have access to money, information, goods and documents belonging to the MFC, its members or the public. Stealing, borrowing, misappropriating or converting these items to private use and unauthorised access to information are criminal actions and violate the MFC's Code of Conduct and this Code. Any such action may result in a sanction being imposed and/or formal notification to the police.
7. Bad language will not be tolerated under any circumstances and all Volunteers will refrain from any discriminatory practice on the basis of sex, race, religion, ethnic background, or special ability/disability or any discrimination as defined in any Federal, or State Legislation.
8. When carrying out any duties all MFC Volunteers will be appropriately attired and wear appropriate identification. Such identification will either be supplied to each Volunteer at the time of becoming a Volunteer or by the MFC during the working period.
9. An MFC Volunteer will be reliable and punctual and will attend all duties as required. If an MFC Volunteer is unable to attend any duties they will ensure that the appropriate person is notified. If a Volunteer is habitually late or does not attend to the task/s allotted to them then they may be liable to sanction.
10. An MFC Volunteer will abide by this Code of Conduct at all times and has an obligation to comply with the spirit together with the words of the Code.
11. Volunteers will inform the Volunteers' Committee of any Volunteer who has been guilty of any conduct constituting a breach of this Code of Conduct.

### **Consequences of Breaching The Code of Conduct - Sanctions**

The material presented within the Code of Conduct is not intended to be exhaustive.

Unacceptable conduct by a Volunteer will attract two (2) written warnings and any unacceptable conduct thereafter will result in termination of that person's role as a Volunteer. The MFC Volunteer's Committee will be the sole arbitrator/authority on the application of any sanction.

The importance of a relationship based on trust between the MFC and the MFC Volunteers cannot be underestimated. All suspected breaches of the MFC's and the MFC's Volunteers' Codes of Conduct or any other situation pertaining to the relationship of the trust between the MFC and the MFC's Volunteers will be thoroughly investigated. If the matter is potentially criminal in nature, it will be placed in the hands of the Police.

**Volunteer Name:** \_\_\_\_\_

**Volunteer Signature:** \_\_\_\_\_

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