



Pest Free Kaipatiki Restoration Society (PFK) Volunteer Code of Conduct

Volunteers are at the core of PFK's activities. Volunteering is an important activity which aims to be mutually rewarding to the community, the society and to volunteers and participants.

Volunteering with PFK is a way to:

- connect socially to a group with shared values
- boost your understanding of the natural environment of our region
- learn new skills and potentially improve your career prospects
- enhance your local area and the community in which you live.

Pest Free Kaipatiki aims to help volunteers wherever possible to meet their motivation for joining through access to resources, training, guidance and membership of a network of groups and people with a shared goal.

To keep the experience of volunteering safe and enjoyable for all participants the following conditions are required to be met by all volunteers involved with PFK projects and activities whether in group or individual activities:

Conditions of Participation

1. I agree to comply with the following terms that refer to my participation in all Pest Free Kaipatiki Restoration Society (PFK) projects and activities.
2. I recognise that I am a volunteer and not an employee of PFK and I will abide by the relevant items of the PFK Volunteer Code of Conduct and PFK's Health and Safety policy.
3. I understand that PFK will do all it can to protect the privacy of any information I supply and to respect my needs; but understand that due to constraints on time and budget, I cannot expect to have all of my particular interests and needs addressed by other people and that I will take responsibility for managing these needs for example by reading up on topics of interest not covered in training.
4. I understand that failure to comply with any of these conditions may result in PFK requesting me to leave a particular project.

PFK Volunteer Code of Conduct

1. I will accept responsibility for my own safety and the security of my personal belongings. Furthermore, I will not knowingly or carelessly endanger the safety and welfare or property of any other participants in PFK activities.
2. I will do my best to learn about the natural environment I work in and to follow guidelines on best practice for understanding it and protecting it and for using tools, herbicides and other resources in working in the environment.
3. If I am not sure about anything, I will ask for help before I attempt any tasks.
4. If I feel as though my rights have not been respected, I will report this through the appropriate channels.

5. When undertaking any event or task, I will read and follow the relevant safety and other guidelines relating to the task. I will advise the relevant PFK coordinator about any task I don't feel safe undertaking and of any medical conditions or medications which should be taken into account before undertaking a task.
6. I will advise PFK of any changes in circumstances in relation to my health and my emergency contacts.
7. I will be responsible for bringing with me any special medications, etc that I may require for my health in case of illness or an emergency. e.g. epi-pens if at risk of anaphylactic shock.
8. I will not smoke, consume or store alcohol or illicit drugs while volunteering on a project site.
9. I will respect the law at all times including the laws on trespass and archaeological finds and will follow Auckland Council's volunteer code of conduct when working in Auckland Council Open Space reserves.
<https://www.aucklandcouncil.govt.nz/about-auckland-council/performance-transparency/Documents/code-conduct.pdf>
10. I shall respect the rights, feelings and property of all others associated with PFK projects and activities and of members of the public I may come into contact with.
11. I will not willfully or through carelessness cause damage to public or private buildings, fences, or other legal structures and natural heritage features while engaged in PFK activities.
12. I shall cooperate with instructions from a PFK representative to ensure a safe, enjoyable and hygienic team environment.
13. I will not undertake activities or communication that will bring PFK into disrepute or undermine PFK's vision, policies, plans or programmes.
14. I will not engage in any physical, verbal or emotional abuse or harassment of any member of the public, PFK or stakeholder group and accept that unlawful conduct may be referred to the NZ Police or relevant authority.
15. I will report any accident or near miss to the PFK representative involved in the PFK project or activity and will report any damage, unsafe structures or equipment, and risks observed during PFK activities.
16. I will not take or use the property (including vehicles, tools, money, consumables) of PFK or its contractors or members without permission of a PFK representative (Staff member, contractor or volunteer project leader).
17. I will respect the confidentiality of information I have access to through the course of my volunteer work with PFK and will not verbally or otherwise copy or share the information other than how I have been specifically instructed to by the PFK representative supervising my volunteer work.

Do you approve of photographs or video recordings of you undertaking PFK activities to be used for promotional purposes for PFK?

Circle: Yes No

I acknowledge that I have read and understood the contents of this code of conduct and agree to abide by the terms while volunteering for PFK.

Signed:

Date: