

VOLUNTEER CODE OF CONDUCT & CONFIDENTIALITY AGREEMENT - 2015

Purpose: This document applies to volunteers for Diabetes Help Tauranga (DHT) and Diabetes Help Tauranga Youth (Hereafter known as DHT). The general principle of this document is that whilst assisting those with diabetes “To Live Life to the Full” and providing INFORMATION – ADVICE – ADVOCACY, volunteers are encouraged to always act in the best interests of DHT, local communities, and those with diabetes. This document should be read together with the DHT Confidentiality Policy 2015

Volunteers agree that to the best of their abilities they will agree to:

- 1. Work together as a Team** – Team work is important & we want you to feel part of our team. Feel free to let us have your opinion & to discuss issues with our Field Worker or President at any time. It is important that any decisions made ‘as a Team’ should be respected & owned by each member of the team.
- 2. Respect DHT & Each Other** – We have worked hard to raise the profile of DHT, so we ask that all volunteers agree to be respectful of DHT, its Committee and its policies. If you do not agree with something we say or do, tell us first before you tell someone else.
- 3. Disclose any Conflict of Interests** - Please let us know if you have any conflicts of interest e.g. if you stand to gain financially from any business dealings, programmes or services provided by, or to DHT.
- 4. Abide by our Confidentiality Policy** – DHT provides professional and confidential services. We respect client’s rights under the Health & Disability Code (1996), Privacy Act (1993) and Health Practitioners Competency Act (2003). Whilst working as a volunteer you should maintain client/member/public confidentiality at all times. This includes discussions at meetings, events, correspondence, reports, and any conversations with clients, whom you have met whilst working with DHT. You may be able to share information under legal process, or if you felt someone was at risk of harm to themselves or at risk of harm from another. We would ask that you discuss this first with our Field Worker or President.
- 5. Maintain a Duty of Care** – Volunteers are reminded they have a duty of care when carrying out volunteer functions. The standard of care required is that same degree of care, skill and diligence reasonably expected from a person of his or her experience or knowledge.
- 6. Media Responsibility** – Unless specifically tasked, volunteers are asked not to make any statements or comments to the media/press/social media about DHT, other volunteers or anything that could bring DHT into disrepute.
- 10. Respect for the Rights of Others** – Volunteers are asked to respect the rights of others and contribute to the smooth running of DHT by treating others with courtesy and respect. In meeting this obligation volunteers are expected not to discriminate against others because of their sex, marital status, ethnicity, disability or religious or ethical beliefs.

I agree to the best of my ability I will abide by the Code of Conduct and Confidentiality expectations listed above:

Signed :

Name:

Date:

Cell No:

Witness: