

## **Code of Conduct for Volunteers**

The Society's history is one of growth through collaboration and cooperation between members, and especially between volunteers.

This is part of the Society's culture.

We all need to work actively to maintain these cultural elements of helpfulness, enthusiasm, sharing, respect and commitment.

### **Society Commitment to Volunteers**

The Society must continue to recruit and retain active volunteers if it is going to survive and thrive.

Part of this means that the Society has to be clear about what its commitments to volunteers are going to be by:

- not being discriminatory
- making sure volunteers are equipped to do their jobs
- ensuring a safe workplace
- respecting privacy
- not being too demanding on volunteer time
- making sure volunteers know they are appreciated and their work is valuable.

### **Society Expectations of Volunteers**

Persons wishing to volunteer should understand that the Society expects certain behaviour and performance standards.

They:

- need to be able to make a reasonable time commitment
- should expect to be properly trained and for their work to be properly structured and managed
- must to report any accidents, incidents and hazards
- must adhere to Society policies.

Whilst the Society is relaxed about volunteers using any spare time at the Library for their own research, the volunteer workload has the priority and the Society has to be the beneficiary.

### **Volunteer Agreement**

When you offer to become a volunteer in the Society you will be asked to complete a registration form which includes a volunteer agreement. Please read carefully your rights and responsibilities contained in this document.

### **Code of Ethics**

The Society is conscious that collecting, collating and sharing information about people, living and deceased, is an essential element of family history. As volunteers we must respect the law and the feelings of others by:

- being sensitive to the hurt that revelations of criminal, immoral, bizarre or irresponsible behaviour may bring to family members
- obtaining specific consent from living people that they are agreeable to further sharing of information of themselves

- informing people who provide information about their families of the ways it may be used, carefully recording and observing any conditions they may impose about the use of it
- recognising that legal rights of privacy may limit the extent to which information from publicly available sources may be further used, disseminated or published.<sup>1</sup>

## **Privacy**

“Volunteering can offer rewarding outcomes for all participants but this requires mutual respect and trust. A volunteer therefore has a right to expect privacy and confidentiality from staff and colleagues. They should also treat all information about other volunteers and clients as confidential, regardless of the source of information. Some organisations will have a specific policy about privacy.”<sup>2</sup>

The Society is committed to protecting personal information about its employees, volunteers, members, research clients and for living persons who may be subjects of family history research or publication.

The Society will only collect, store and use information as needed to:

- establish, maintain or terminate relationships with employees, volunteers and members
- establish and maintain relationships with research clients
- undertake activities including recruitment, training, research and Society administration.
- meet legal, regulatory or statutory requirements.

The Society will comply with the Privacy Act<sup>3</sup> and personal information will only be disclosed with an individual’s permission.

## **Copyright**

The Society complies with the requirements of the federal act. The things you need to know are:

- copyright owners can take legal action against persons who infringe their copyright. Courts can impose penalties and award damages in relation to offences and infringements relating to copyright material
- higher penalties and higher damages may be awarded where copyright material is copied into digital or electronic form
- certain reproduction is allowed under the Act, including a reproduction authorised by the copyright holder. A reproduction for purposes of research or study of a reasonable portion of a published work, 10% of the number of words or one chapter generally being regarded as reasonable.

Guidelines on copyright are displayed above photocopiers.

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<sup>1</sup> <http://www.genealogysa.org.au/our-services/research-services/15-code-of-ethics.html>

<sup>2</sup> <http://www.sa.gov.au/topics/community-support/volunteering>

<sup>3</sup> <https://www.oaic.gov.au/individuals/privacy-fact-sheets/general/privacy-fact-sheet-17-australian-privacy-principles>