



ROYAL HISTORICAL SOCIETY OF VICTORIA INC.

239 A'Beckett Street, Melbourne 3000

Code of conduct for all RHSV staff and volunteers (including councillors and committee members).

The Code of Conduct is the standard of behaviour governing volunteers and staff at the RHSV. All staff and volunteers must act in accordance with the Code. During the course of his/her employment with the RHSV a volunteer must:

- behave with honesty and integrity;
- act with care and diligence;
- treat everyone with respect and without harassment, victimisation or discrimination;
- comply with all applicable Australian law. Australian law means any State or Territory Act or instrument under an Act;
- comply with any lawful and reasonable direction given by a person having authority to give the direction;
- maintain appropriate confidentiality and information acquired by the employee in the course of his or her employment;
- disclose, and take reasonable steps to avoid, any conflict of interest in connection with his or her employment;
- use the resources in a proper manner;
- not knowingly provide false or misleading information in connection with his or her employment;
- not make improper use of
 - a) information gained in the course of his or her employment or
 - b) the employee's duties, status, power or authority—in order to gain, or seek to gain, a gift, benefit or advantage for the employee or for any other person;
- declare a gift in the course of his or her employment or in relation to his or her employment as prescribed by the regulations;
- at all times behave in a way that does not adversely affect the integrity and good reputation of the RHSV;
- comply with any other conduct requirement that is prescribed by the regulations;
- when acting in the course of his or her employment, must behave in a way that upholds the Philosophy and Principles of Volunteering;
- Councillors, paid staff, Committee members and volunteers will not speak publicly in the name of the RHSV or promote their connection to the RHSV in public statements without the approval of the Executive Officer and/or President.

Councillors and staff have the following additional responsibilities:

- Each Councillor takes individual responsibility to actively contribute to all aspects of the Council's role and functions as set out in the Rules and Purposes of the organisation;
- Each Councillor must, as a minimum, become familiar with and comply with the following legal and fiduciary duties of Councillors:
 - The duty of care and diligence;
 - The duty to exercise powers in good faith in the interest of the RHSV as a whole and for a proper purpose;
 - The duty not to misuse information or the position as a Councillor;
 - The fiduciary duties at common law including the duty to avoid conflicts of interest (separate Conflicts of Interest Policy to be developed);
- The Council and staff will speak with one voice outside the Council room by supporting, adhering to and not contradicting the formal decisions of the Council made in its meetings;
- Councillors (apart from members of the Executive while carrying out their roles) will refrain from directly requiring work from or issue instructions to staff except through the Executive Officer or President.

If our conduct transgresses these provisions we will seek to mediate differences by respectful communication through a third and impartial party.

I have read and understood our Code of Conduct and agree to abide by its provisions,

Signature

Name

Date