This Code of Conduct applies to volunteers/members who represent or attend Central West Charity Tractor Trek events. Ethical behaviour is essential in our approach to raising funds for our selective charity.

As a volunteer/member or someone who represents or attends Central West Charity Tractor Trek events you are responsible to read, understand and agree to act in accordance with this Code of Conduct. Any individual who does not meet the standards in this code may be subject to disciplinary action appropriate to the situation and your role, which may include dismissal.

1. **Legislation** – You will abide by Australian law and not take any action in violation of any law. Any breach will be referred to the police.
2. **Follow Direction** – You will comply with reasonable directives from the Tractor Trek management and adhere to the scope/boundaries of your role.
3. **Safety Culture** – You will take appropriate care to ensure that risks and hazards are minimised to avoid injury or illness to you or others.
4. **Child Protection** – Central West Charity Tractor Trek Group Inc. is committed to providing a safe environment for all children and considers any form of child abuse or neglect as intolerable under any circumstances.

* Will care about children in a safe and responsible manner at all times.
* Will act appropriately whilst in the presence of any children, this includes your behaviour and language.
* Won’t take photos of children, including on mobile phones, unless you have consent from the child’s parent/guardian to do so.

1. **Behaviours: you agree that you** –

* Will portray positive behaviours
* Won’t display behaviour that threatens or endangers others
* Won’t use illicit drugs or be intoxicated at any Tractor Trek Event.
* Won’t use inappropriate language.

1. **Human rights and equal opportunity** – you agree to treat all people involved with Central West Charity Tractor Trek Group events with respect, fair treatment and to not engage in any type of discriminatory behaviour against another person.
2. **Cash handling** – you agree that you will act honestly and not steal funds. You agree to submit accurate expenses and to report any fraudulent activities that you become aware of to the management group. You also agree that all money counting is completed by two people.
3. **Confidentiality** – you agree to keep any confidential information confidential except to the extent that you may be required by law to disclose it.
4. **Personal property** – all personal equipment is the responsibility of the owner at all times.
5. **Criminal convictions and police record** – you agree that you will report any criminal convictions or charges against you to the President as and when they occur. This will be treated in reference to point 8 of this Code of Conduct.
6. **Media/ social media** – you are not permitted to contact media in any form in relation to the Central West Charity Tractor Trek Group Inc. unless prior approval is given by the President or in his absence the Deputy President.

I have read, understood and agree to comply with the Central West Charity Tractor Trek Groups Code of Conduct. I understand that failure to comply with this policy may result in disciplinary action appropriate to the situation and my role within the group.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Endorsement:**

Approved and endorsed by the President, and the Secretary of Central West Charity Tractor Trek Group Inc.

**Malcolm Porter** **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(President)

**Denise Wilson**  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Secretary)