

Volunteer Agreement

Melbourne Royal® appreciates and values volunteer contributions and seeks to provide an outline of your commitment and responsibilities to the organisation.

MELBOURNE ROYAL® IS COMMITTED TO:

- Providing clear and specific role descriptions and explaining what is required of you and to support you so you can achieve the desired results.
- Endeavouring to match volunteers' skills, interests and capabilities with their volunteer roles.
- Providing adequate inductions/ information so that you meet the expectations as described on your volunteer role description.
- Assigning you with a named supervisor who will provide you with regular support.
- Treating you with respect and courtesy at all times.
- Being receptive to comments and feedback from our volunteers.
- Valuing and recognising our volunteers as a significant resource in achieving the goals of Melbourne Royal®.
- Maximising your potential by creating opportunities to utilise your talents and abilities and supporting you to develop social connections.
- Providing a safe and healthy workplace.
- Honouring your right to refuse work which is outside your role description.
- Providing a COVID safe environment for staff and volunteers.
- Communicating any necessary scheduling changes to you as promptly as circumstances permit.

AS A MELBOURNE ROYAL® VOLUNTEER, WE ASK YOU TO COMMIT TO THE FOLLOWING:

- Adhering to Melbourne Royal®'s Code of Conduct and seeking clarification if unsure.
- Performing your role as outlined in the volunteer role description to the best of your ability.
- Meeting time and task commitments and providing sufficient notice when not available.
- Assisting Melbourne Royal® in its duty of care in maintaining a safe workplace.
- Being reliable and committed.
- Undertaking orientation and training as requested.
- Asking for support or assistance when you need it.
- Giving notice before you leave.
- Valuing and supporting other members of the team.
- Staying at home if you display any COVID symptoms.

PLEASE ALSO NOTE THE FOLLOWING MATTERS AND REQUIREMENTS RELATING TO YOUR INVOLVEMENT WITH MELBOURNE ROYAL®:

1. Melbourne Royal® maintains public liability and personal accident insurance for volunteers, which provides limited cover to volunteers in certain circumstances. Policies will not cover you for any reckless or illegal acts or omissions and you agree to indemnify Melbourne Royal® against all actions, costs, claims and demands brought against Melbourne Royal® arising out of your negligence or improper act or omission whilst you are assisting as a volunteer.
2. Volunteers are not covered by workers compensation insurance.
3. As a volunteer, you acknowledge that you will undertake and successfully complete the online 'Safety Induction Program' and agree to abide by the safe work practices made known to you (for Melbourne Royal Show volunteers only).
4. The Volunteers Manager can decide to terminate a volunteer position for just cause (e.g. gross breach of the Code of Conduct or Volunteer Agreement). Dismissal in other instances will be a last resort after other attempts or approaches have failed.
5. Melbourne Royal® may photograph and reproduce images or video recordings of you for promotional or educational purposes.
6. Melbourne Royal® may use/publish your name for public recognition and reward purposes.
7. Melbourne Royal® will not reimburse any costs (accommodation, meals, loss of income etc) incurred by judges, stewards or other event participants due to enforced COVID-19 isolation and/or quarantine.
8. Please note, due to COVID-19 related interstate restrictions, some judging positions may need to be changed without notification to Exhibitors. Melbourne Royal® retains the right to fill a judging position at its own discretion in the event a judge is unable to participate due to COVID-19.

By signing this Volunteer Agreement, you acknowledge that you have read and consent to the conditions outlined in the Volunteer Agreement and APPENDIX A: Code of Conduct.

We thank you for your contribution in making our events a success. We wish you a rewarding and enjoyable involvement with Melbourne Royal®.

I, _____ hereby accept the terms of my volunteer appointment and acknowledge that
(First name, Surname)

I have read and consent to the conditions outlined in this Volunteer Agreement, APPENDIX A: Code of Conduct

and any other documentation deemed appropriate for my particular volunteer appointment.

Signature: _____ Date: _____

Appendix A: Code of Conduct

Date of issue/update:	May 2020
Policy approved by	Melbourne Royal® Leadership Team
Contact person:	Di Silvestro, Executive Manager, People & Culture

1. Purpose

The purpose of this Code is to establish a clear standard of behaviour expected of all Melbourne Royal® employees, Board members, volunteers (including Committee and Advisory groups) and contractors. The Code is designed to provide what acceptable and unacceptable behaviour in the workplace is.

2. Application

This Code describes the standards of conduct expected of our people, employees, volunteers, contractors and suppliers. It provides principles to help us make the right decision every time.

3. Policy

Melbourne Royal® has a clear expectation of appropriate work standards that foster a positive work environment where everyone's rights are maintained.

We treat each other with respect and kindness, promoting an environment that enables everyone in the team to reach their full potential. Melbourne Royal® recognises the importance of workplace diversity and we value and respect each other's differences. We do not tolerate bullying, harassment, unlawful discrimination or any other offensive conduct.

As part of the adherence to this Code, it is expected people will:

- Adhere to Melbourne Royal®'s Code of Conduct and seek clarification if unsure.
- Act in accordance with Australian legislation
- Act in accordance with company policies
- Follow lawful and reasonable directives from management
- Promote the interest of the business
- Be aware of and align with the company's mission, vision and values
- Whilst in employment or volunteering with Melbourne Royal®, treat everyone with respect and courtesy and without harassment
- Not tolerate misconduct or inappropriate behaviour. It is expected that employees, contractors or volunteers inform their manager or a representative of Melbourne Royal® if witnessing an incident of this type
- Maintain the confidentiality of the company, not disclosing or misusing company information
- Take reasonable steps to avoid a conflict of interest, and disclose details of instances where this may occur with their Manager, Executive Manager, People & Culture or Committee Chair (for volunteers)
- Declare any significant gifts (tickets, services, etc.) that exceed \$100 in value
- Be accountable for your own actions and decisions

- Be mindful of the health and safety of yourself and others in the workplace
- Uphold the principles of equal opportunity, not partake in victimisation, bullying, sexual harassment, discrimination or any other anti-social behaviours
- Perform their role with professionalism, care and responsibility.

4. Melbourne Royal® Values

At Melbourne Royal®, our five Values provide a point of reference for the way we operate and behave. We expect all of our employees, Board members, volunteers and contractors to know and follow the Code of Conduct. Whilst the Code is specifically written for Melbourne Royal® employees, Board members and volunteers, we expect Melbourne Royal® contractors, consultants and others who may be temporarily assigned to perform work or services for Melbourne Royal® to follow the Code in connection with their work for us.



FEARLESS

Confident, brave, courageous, bold, be authentic

Take risks, speak up and have the courage to back yourself

INNOVATIVE

Creative, best practice, forward thinking, think outside the box

Explore and support new ways of thinking to deliver the best solutions

RESPECTFUL

Open minded, honest, be present

Embrace our heritage and diversity, listen and treat people as you would like to be treated

SUCCESSFUL

Outcomes focused, positive, proactive, exceed expectations

Pursue our shared goals, strive to be the best at what we do and celebrate our wins

TOGETHER

United team, shared vision, trust

Be open, work together and have fun

5. Breaching this policy

Any breach of Melbourne Royal®'s policy may result in disciplinary action up to and including termination of employment. Disciplinary procedures that can be actioned by Melbourne Royal® will be in line with the Melbourne Royal®'s Disciplinary Policy.

Independent contractors and other non-employees who are found to have breached this policy, may result in the termination of their contract with Melbourne Royal®.

6. Policy Review

Melbourne Royal® may make changes to this Policy from time to time to improve the effectiveness of its operation and to comply with legislation.