

Native Animal Trust Fund Inc

HUNTER WILDLIFE RESCUE

Volunteers in the Hunter Region

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Members Code of Conduct

Hunter Wildlife Rescue

Version 2

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Change History

This is a controlled level 2 document. The master copy is kept by the Document Manager NATF Inc (HWR).

Version	Change	Who	Date	Committee Approved
1	Initial			
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1 Purpose and Related Documents

This Code covers Standards of Behaviour for all members during all interactions with other members, and with members of the public. It covers behaviours that are physical, verbal or written, and includes electronic and online communications, including texts, emails, messaging apps and social media interactions. It applies whilst actively performing a role within NATF, and may still apply on any other occasion if your behaviour has the potential to damage NATF's interests or negatively impact relationships between people involved in the organisation.

This policy is to be read in conjunction with:

- *NATF policies and procedures*

2 Behave with respect, honesty and kindness

- Act with honesty and integrity, care and diligence;
- Encourage, help, support or mentor other colleagues as needed;
- Treat others with courtesy, respect and dignity;
- Take active steps to avoid conflict, harassment, bullying and discrimination. Avoid offending, humiliating, undermining, excluding and gossiping;
- Take particular care when communicating by email, text, messaging app or social media where opportunities for misunderstanding and lack of context are greater;
- Provide true, unambiguous and honest responses in reply to information requests;
- Understand that wildlife rescue and rehabilitation can be stressful, exhausting and emotional. Check in on others and ask for support when needed.

3 Comply with all laws, policies, procedures and licence conditions

- Comply with the terms of the NATF Constitution, Policies and Procedures;
- Comply with applicable laws, including but not limited to the Biodiversity Conservation Act and Rehabilitation Licence Conditions;
- Recognise that majority decisions of the properly constituted NATF meetings represent NATF policies and procedures.
- Comply with species care policies, procedures and guidelines, and follow reasonable directions from species co-ordinators;
- Maintain confidentiality and discretion regarding NATF matters appropriate to circumstances.

4 Act Ethically and With Integrity

- Protect the privacy of others within and outside the organisation;
- Act in accordance with the NSW Wildlife Council Code of Ethics for Wildlife Rehabilitators;
- Do not make public statements on behalf of, or about NATF, or share non-public information, without permission from the Executive;
- Disclose conflict of interests, recognise and declare any situation that could potentially lead to a conflict of interest;
- Use NATF resources and equipment responsibly and in a proper manner;
- Only make proper use of any position, duties, status, power or authority;
- Uphold the values, integrity and good reputation of NATF;
- Act in the interests of NATF and avoid gaining, or seeking to gain, benefit or advantage for any individual or for a member's group.

5 Safety

- Follow all reasonable instructions from NATF regarding health and safety;
- Don't place yourself in a rescue or rehabilitation situation where your physical or mental health or safety is compromised;
- Don't handle any animal or situation that you do not have the experience to undertake safely, don't rescue, handle or rehabilitate any animal that you have not been trained for;
- Don't undertake duties whilst under the influence of alcohol, drugs or otherwise unfit for duty. Seek help from other members.