



DRAFT - Staff and Volunteers Policy

Overview and Purpose

Mentone Hockey Club relies heavily on the unpaid work of volunteers and highly values their contribution to the successful operation of the club. Volunteers make a valuable and important contribution through a wide variety of roles within the hockey community such as on-field development, officiating, administrative and grounds maintenance. They spend countless hours, often behind the scenes, working to ensure the club and associations are successful on and off the field and for all the members to enjoy being part of the club.

Coverage

This policy applies to all persons who are involved with the activities of Mentone Hockey Club and including:

- members, including life members of Mentone Hockey Club
- persons appointed or elected to committees and sub-committees
- employees of Mentone Hockey Club
- members of the Mentone Hockey Club Executive
- support personnel, including team managers, and others
- coaches and assistant coaches
- Umpires, judges and other technical officials.

Policy Responsibilities

Mentone Hockey Club seeks to create a safe, rewarding, environmentally sustainable learning and working environment based on principles of justice, equity, harmony, tolerance and pursuit of excellence while protecting its resources and respect for individuals, the law and Mentone Hockey Club governance.

Personal and professional behaviour

Staff and volunteers will:

- maintain a high standard of conduct and work performance and demonstrate courtesy, equity and fairness in dealing with other volunteers, members and associates of Mentone Hockey Club
- At all times the rights, duties and aspirations of others will be respected.
- perform their duties professionally with skill, care and diligence using authority fairly
- respect the opinions and beliefs of others and their right to practise their beliefs
- comply with the member protection policy, social media policy, sponsorship policy, diversity policy and member code of conduct
- Treat others fairly and equitably, irrespective of race, sex, disability, religion, cultural background, sexual orientation, age and marital status,

and will not engage in harassing, bullying or discriminatory behaviour.

Staff and volunteers in supervisory positions will provide and maintain (so far as is reasonably practicable) a working environment that is safe and without risks to health (including psychological health).

Staff and volunteers will take reasonable care that their actions or decisions do not harm the health and safety of themselves or o Staff and Volunteer Policy does not affect their work performance or the safety and well-being of others; and that they will comply with the policies and member code of conduct of the club.

Staff and volunteers in supervisory positions will ensure that staff and volunteers have the necessary qualifications, certifications, skills and attributes to undertake the responsibilities of the position. For example, a volunteer coordinating a portfolio on the Committee will be responsible for ensuring their relevant sub-committee members have the necessary qualifications, certifications, skills and attributes to undertake the responsibilities of the position.

Staff and volunteers will advise the Committee if they are charged and convicted of a criminal offence that could reasonably be considered to affect their ability to meet the inherent requirements of the work they are engaged to perform.

Mentone Hockey Club finances

Staff and volunteers will observe the highest standards of integrity in financial matters and, in particular, will:

- comply with requirements of relevant financial management legislation
- comply with the Mentone Hockey Club Financial Management Policy

Protection of Mentone Hockey Club resources

Staff and volunteers will:

- use and manage equipment and resources economically, efficiently and for legitimate purposes
- secure equipment and resources against theft or misuse
- ensure the proper expenditure of funds, avoiding personal, extravagant or wasteful expenditure.
- Staff and volunteers will protect the privacy of others and maintain appropriate confidentiality regarding personal matters and information obtained in the nature of their job and will:
 - only use information for work-related purposes
 - maintain confidentiality, integrity and security of official and personal information for which they are responsible
 - take all reasonable precautions to prevent unauthorised access to, or misuse of, club records and information
 - comply with relevant privacy, copyright, records management and freedom of information policies and guidelines.

Respect for the law and club governance

Staff and volunteers will comply with the laws, regulations and codes of the State and Commonwealth, and regulations and Mentone Hockey Club policies and procedures.

Staff and volunteers may report to a Committee member any behaviour that violates any law, rule or regulation or

represents corrupt or improper conduct (including bribery), mismanagement of resources, or is a danger to public health or safety.

Mentone Hockey Club tolerates neither improper conduct by staff, volunteers and Committee members, nor the taking of reprisals against those who come forward to disclose such conduct. Staff and Volunteer Policy

Staff and volunteers will comply with all policies, club documents and directions from Committee members at all times.

Rights

As a staff member or volunteer of Mentone Hockey Club you have the right to:

- work in a healthy and safe environment (refer to The Occupational Health and Safety Act 2004 (the Act))
- be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation
- be adequately covered by insurance
- be given accurate and truthful information about the organisation for which you are working
- be reimbursed for approved out-of-pocket expenses
- have access to a grievance procedure
- be provided with orientation to the organisation
- have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- be provided with sufficient training to do your job. If the club fails to contribute in any of this, staff and volunteers are to report the matter to the Committee.

Theft, fraud and corrupt conduct

Mentone Hockey Club is committed to creating an environment in which fraud or corrupt activity is not tolerated.

Staff and volunteers are expected to report any suspected fraudulent or corrupt activity to the Committee.

Mentone Hockey Club will investigate and otherwise deal with allegations of theft, fraud and corrupt conduct by staff and volunteers under the Theft, Fraud and Corrupt Conduct Procedure of the University.

Mentone Hockey Club may refer such matters to the police and take disciplinary action against the staff member.

Breach of Policy

Mentone Hockey Club will investigate allegations of, and impose penalties for, unsatisfactory performance, misconduct or serious misconduct by staff or volunteers.

Disciplinary action ranges from formal censure, warning or counselling; transfer to another position; termination of employment or position; and termination of membership of Mentone Hockey Club.

Anyone who believes that they have been subjected to violence, unlawful discrimination, harassment, bullying, victimisation or vilification is encouraged to make a complaint. Please consult the Mentone Hockey Club Diversity Policy. Should a complaint be received, it will be handled in a confidential manner in line with the principles of natural justice and in accordance with this document and the Diversity Policy. Staff and Volunteer Policy

Review, Additions or Amendments

This policy will be reviewed and evaluated on an as-needs basis.

Recommendations for changes can be submitted at any time to the Committee. If a change is consequently required, this will then be tabled for discussion at the next Committee meeting. All changes to policy will be communicated to the members of Mentone Hockey Club via newsletter and the revised policy made available on the Mentone Hockey Club website

Issued by the Mentone Hockey Club Executive Committee - 2018



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