



Volunteer Code of Conduct - May 2023

Background

Pigweed Food Co-operative, trading as Thoughtful Foods, has developed this Code of Conduct to apply to all volunteers at Thoughtful Foods.

Code of Conduct

1 Thoughtful Foods expects all volunteers to conduct themselves with honesty and integrity.

2 Volunteers are expected to be respectful of and polite to all other volunteers, members and shoppers. This includes considering the consequences of your actions or inactions on others.

3 Volunteers are to follow Thoughtful Foods' policies (including the Volunteer Rights and Responsibilities policy) and procedures, as detailed in Thoughtful Foods training. This includes all relevant food safety guidelines, WHS standards and procedures, Thoughtful Foods standard operating procedures, requirements from UNSW and any other legal requirements.

4. Volunteers are required to regularly self-assess their physical and mental wellbeing and ensure they are capable of carrying out the tasks required of them in a safe manner. Volunteers should notify the Volunteers and Training Coordinator as soon as possible when they are unwell so a replacement can be organised. Volunteers may also contact the Safety Director if the issue needs to be escalated. Volunteers must not be under the influence of alcohol or illegal drugs while engaging in any work for the co-op. This includes the misuse of medicines prescribed by a doctor or available from a pharmacy.

5 Volunteers are expected to observe the Safer Spaces Policy, specifically to be accepting of others' differences and not discriminate against others.

6 Thoughtful Foods encourages individual and group initiative when that initiative complies with Thoughtful Foods policies and procedures. Volunteers can suggest changes to Thoughtful Foods policies or procedures by taking a proposal to a Directors Meeting for discussion. Ultimately, Directors decide on changes to policies and procedures. Any task or activity that does not comply with existing policies and procedures must have the approval of Directors.

Endorsed by:

Belinda Xie, Monika Baumann, Zenah Bradford-Hartke, Amy Geddes

Reviewed and adopted: 13 May 2023

Adopted: 1 October 2019