

OUSA Volunteer Code of Practice

- When volunteering for OUSA I agree to follow any lawful instructions given to me either written or verbal by the appointed OUSA representative.
- As a volunteer, I agree that I am volunteering to give back to the student community with no expectation of being remunerated for my time through incentives or rewards.
- I agree to conduct myself with integrity and courtesy. Being punctual and reliable at all times.
- While complying with all relevant OUSA policies and guidelines e.g. Health and Safety.
- While volunteering for OUSA I agree to wear the appropriate uniform if applicable and will not be under the influence of alcohol or drugs. I agree not to smoke while representing OUSA unless permission is given by appointed OUSA representative.
- Any sensitive information shared with me while acting as an OUSA volunteer will be kept confidential both during and after my role as volunteer.
- If for any reason I am unable to fulfil my assigned volunteer commitments I will inform the appropriate OUSA representative as soon as possible. Any failure to do so will result in termination of my volunteer commitment with the loss of any reference or recognition.
- I agree to use appropriate caution and respect while handling, using and working with any OUSA equipment. I understand that any OUSA equipment or clothing utilised in the course of my volunteer role remains the property of OUSA.
- As a volunteer, I agree to represent appropriately the image of OUSA. This may include smiling and being polite and not doing anything that could bring OUSA into disrepute or cause harm to myself or others.
- I understand that any incentive or reward offered in exchange for volunteer work will be forfeited should I fail to complete my volunteer assignment. Further disciplinary action can be sought after by OUSA through avenues such as the proctor if reward agreement is broken.
- I agree to any screening processes appropriate to the appointment of suitable volunteer roles.
- I agree to comply with OUSA volunteer agreements and protocols. Signing documentation to this effect where necessary.

If you have any questions or concerns regarding this Code of Conduct and the standards at which we hold, please contact Pip Briggs, OUSA Volunteer Coordinator at pip@ousa.org.nz for further discussion.