

HTAV Volunteer Policy

Introduction

HTAV recognises the significant and valuable role that volunteers play in supporting the Association to achieve its vision.

The vision of the History Teachers' Association of Victoria (HTAV) is that History in Victorian schools will be rigorous, engaging and appropriately valued because teachers of History will be properly resourced, connected to each other, and connected to authoritative sources of knowledge and advice.

Definition of the Relationship

Volunteers are individuals or groups who offer their time, experience, knowledge and skills without financial gain.

There is no contract of employment between HTAV and its volunteers.

HTAV Commitment

HTAV views its volunteers as a valuable resource and is committed to providing support and recognition of their input.

Volunteers are supported through:

- clear and thorough communications
- a volunteer briefing before an event or volunteering opportunity begins to outline duties and responsibilities with an opportunity to seek clarification and provide input as necessary
- access to HTAV staff and/or Board as points of contact who can be approached additional support, direction or clarification.

In appreciation for their contribution, volunteers may be offered one or more of the following:

- access to free professional learning during events at which they are volunteering
- provision of a Volunteer and Professional Learning Certificate
- a gift voucher or equivalent (where access to professional learning is not applicable)

Volunteer Commitment

HTAV expects volunteers to carry out the designated duties and behave in a manner which reflects positively on the Association. Volunteers must conduct themselves with respect, professionalism and courtesy whenever interacting with the HTAV community. Volunteers are expected to comply with HTAV's Code of Conduct (attached), [HTAV's Child Safety and Wellbeing Policy](#) and any other relevant policies.

Cultural and Psychological Safety

HTAV values and encourages the respectful exchange of diverse views and perspectives. We are also committed to the cultural and psychological safety of our delegates, volunteers and all participants. We encourage volunteers to contact HTAV's Event Manager at events@htav.asn.au if they witness

anything which does not meet this standard, or they have any concerns about their experiences at our events.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all privileged information to which they may be exposed. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the Association. If HTAV is damaged materially or reputationally as a result of the breach of confidentiality, it reserves the right to take further action.

Health, Safety and Welfare

HTAV will, as far as practicable, provide a safe work environment for the health, safety and welfare of our volunteers. Venues which volunteers are asked to attend will be safe and accessible.

The HTAV Event Manager and/or venue operator will provide volunteers with an OH&S brief during their induction at events.

HTAV requires a positive, proactive attitude and performance with respect to protecting health, safety. If a volunteer observes practices or conditions that could cause injuries or potential hazards, they should report this to the HTAV Event Manager or venue operator immediately.

HTAV is committed to the safety and welfare of volunteers. Should a volunteer feel unsafe, they must report their concerns as soon as practicable to either the HTAV Event Manager or Executive Officer in person or by contacting them via email at events@htav.asn.au.

If a volunteer is injured, or is present when another person is injured, they should immediately alert the HTAV Event Manager. If it is possible the injury is serious, an ambulance should be called first.

In the case of an emergency, volunteers will follow the direction of venue staff or, if this direction cannot be accessed, HTAV staff.

HTAV Code of Conduct

This Code of Conduct affirms and clarifies HTAV's expectation of high standards of social and ethical behaviour from all employees.

The conduct of our employees contributes to the success of our organisation and the experiences of our members and stakeholders. Compliance with the Code of Conduct is required to ensure all people who interact through HTAV behave in a safe, courteous and dignified manner.

Furthermore, employees have an obligation to the organisation, members and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and member trust.

HTAV's Code of Conduct policy applies to all employees, contractors and volunteers and provides the framework of principles for conducting business and dealing with other employees, members, partners and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, the legislation takes precedence. HTAV employees, contractors and volunteers will:

- exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, members and suppliers
- contribute to a positive working environment, including avoidance of prejudicial or discriminatory language or behaviour towards individuals or groups
- maintain a high standard of integrity and professionalism
- perform duties with skill, honesty, care and diligence
- accept a reasonable degree of flexibility in their jobs and duties, within the scope of their individual skills and abilities, to support their colleagues and enable HTAV to meet its goals
- present a professional image including, but not limited to, punctuality, appearance, grooming, hygiene, equipment, attire and attitude
- provide service that results in high levels of client satisfaction by conducting business with honesty, integrity and fairness
- promote good relations with affiliated partners and clients
- be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- ensure that business transactions are never influenced by offering or accepting gifts or money

- not engage in false or deceptive marketing practices including the use of misleading information about prices, services and products
- respond to consumer or member complaints in a timely fashion and comply with the rules, policies, and procedures of HTAV's quality procedures
- avoid real or perceived conflicts of interest, promptly disclosing to Executive Officer or Board President any interest which may constitute a conflict of interest
- promote the interests of HTAV
- use the HTAV name, logo, certification marks, and trademarks only in the manner authorised and approved by HTAV
- present accurate information to their manager, the Executive Officer, the HTAV Board, the public, clients and members
- disclose to the Executive Officer any information that might be expected to adversely affect HTAV, its operations, its legal requirements and/or its public reputation
- abide by policies, procedures and lawful directions that relate to your employment with HTAV and/or our members
- comply with governmental rules and regulations
- not knowingly participate in any illegal or unethical activity
- ensure that any employee who, in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, is not disadvantaged or the subject of prejudice.

Should an employee be uncertain about any aspect of the Code of Conduct, they must seek clarification from the Executive Officer.

Endorsed by the HTAV Board: 07 February 2024

Due for review: 2026