



Incorporation Registration Number A0017946R
(ABN 17 035 716 441) as the
Garden Plant Conservation Association of Australia
(GPCAA Inc.) known as **Plant Trust**

C/- Royal Botanic Gardens, Melbourne
Birdwood Avenue
South Yarra VIC 3141
Australia

Volunteer Code of Conduct

Introduction

Plant Trust expects all volunteers, including its Committee of Management, to act lawfully, honestly, ethically and with integrity at all times and in every aspect of their involvement with the organisation. Volunteers are accountable for their own actions in accordance with all applicable federal and state laws and the National Standards for Volunteer Involvement.

Intention and Scope

The intention of the Code is to outline the ethical standards and behavioural expectations for Plant Trust volunteers, including Committee members, to ensure a respectful and inclusive environment while upholding the organisation's values and mission.

The Code applies to anyone who assists with or participates in the functions of Plant Trust whether in a paid or unpaid capacity. This includes the administration and management of the organisation. Signing and adhering to the Code is a requirement of all volunteers.

I. General Principles

Respect – volunteers should treat everyone with dignity, courtesy, and respect, regardless of their background, beliefs (including differences of opinion), or status.

Integrity – volunteers should act in good faith and with honesty, fairness, and impartiality, and avoid conflicts of interest, whether real or perceived, in their dealings with Plant Trust.

Accountability – volunteers are responsible for their actions and for upholding the organisation's mission and values, and for preserving its integrity and reputation. Volunteers are expected to exercise due care and comply with all applicable laws relevant to fulfilling their obligations to the organisation.

Inclusivity – volunteers should promote a welcoming and inclusive environment for all, embracing diversity.

II. Specific Expectations

Health and Safety – volunteers should perform their role in a safe work environment. This includes identifying, assessing, and controlling hazards; reporting concerns; taking reasonable care for one's own health and safety, both physical and mental; ensuring that one's conduct does not adversely affect the health and safety of others; and complying with any reasonable instructions, policy or procedure relating to health and safety in the fulfilment of their duties.

Diversity and Inclusion – volunteers should actively promote a culture of inclusion and respect for diversity, including age, cultural background, sexual orientation, language, disability, religion, gender identity, or any other status.

Safeguarding – volunteers in roles that involve interaction with children or vulnerable adults should adhere to child protection policies and procedures, and report any concerns.

Professional Behaviour – volunteers should conduct themselves professionally and avoid any behaviour that could harm the organisation's reputation or create a hostile work environment.

Ambassadorship – volunteers should act as ambassadors for the organisation and its values and mission, and refrain from communicating disparaging, false or misleading information in relation to the organisation, its CoM or other volunteers, members, or activities.

Communication – volunteers should communicate with our members and members of the public respectfully and with patience and courtesy at all times, regardless of differences of opinion or background.

Confidentiality – volunteers should preserve the confidentiality of information entrusted to them by the organisation or individuals associated with the organisation, including its members.

Attendance and Punctuality – volunteers should attend scheduled meetings and events on time and communicate with sufficient notice any unavoidable absences or tardiness.

Participation – volunteers are expected to actively participate in the functions of the organisation in a meaningful and constructive way. This includes acknowledging and responding to communications and providing feedback on the functions and activities of the organisation.

Resource Use – volunteers should use the organisation's resources responsibly and avoid waste or misuse.

Conflict Resolution – volunteers should strive to resolve conflicts peacefully and constructively, seeking assistance from appropriate leaders where mediation is necessary.

III. Reporting, Enforcement, and Review

Reporting – concerns in respect of violations of the Code should be directed to the President of Plant Trust in writing either to the above address or by email.

Enforcement – consequences for violating the Code are at the discretion of the CoM by majority vote and may include suspension or termination from the CoM; suspension or cancellation of one’s membership of Plant Trust; and, in exceptional circumstances, barring from the organisation. The decision of the CoM in respect of any violation of the Code shall be final.

Review – this Code will be reviewed by the CoM on an annual basis and, where necessary, updated it to ensure its relevance and effectiveness. The next review will be on 1 July 2026.

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I, the undersigned, hereby agree to adhere to the Volunteer Code of Conduct of Plant Trust.

Name	Signed	Dated
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