

# ASA Volunteer Code of Practice



As a volunteer, I agree to help the ASA and give back to the student community of Massey University Albany without expectations of monetary incentives and prizes as remuneration for my time.

## Whilst volunteering for ASA

- When volunteering for the Albany Students' Association (ASA) I agree to complete, at the best of my ability, lawful instructions given to me by: The Campus Culture Coordinator (CCC), the Second in Command (2IC), the ASA General Manager or an appointed ASA representative.
- I will be punctual with my timekeeping and will always act with integrity and honesty.
- I agree to comply with Massey University's Health & Safety policies and guidelines.
- I agree to wear the appropriate uniform.
- I will not be under the influence of alcohol and/or drugs.
- If I am unable to fulfil my volunteer commitments to the ASA, I will let the appropriate ASA representative know at least 1 day out from the event, as to not damage the organisation & delivery of the given event.
- I will use proper caution and respect when using, moving, or handling any type of ASA equipment.
- I agree to appropriately represent the image of the ASA to the wider student community. This will include being polite and upholding a respectable standard of conduct with persons both outside and inside of the Association.
- I will prevent behaviours that will bring the ASA into disrepute and/or cause harm to myself or others.
- I understand that if I do not complete my volunteer assignment, I will forfeit any incentive and/or recognition if one has been previously declared by the CCC for any given event.

## Confidentiality

- Except in the proper performance of my duties, I will not at any time, either directly or indirectly, use or divulge to any other person information that is acquired by me during my work with the Association. This includes Association business information and personal information relating to students who I meet whilst volunteering. These confidentiality obligations will continue to apply after the termination of my term as a volunteer.

## Declaration

- I declare that I have no criminal convictions, especially in the areas of fraud, theft, violence, or sexual violations (or any current criminal proceedings in these areas) and I make this solemn declaration conscientiously believing the same to be true by virtue of the Oaths and Declarations Act 1957. Furthermore, should any criminal proceedings be lodged against me, I will notify the ASA. I understand that ASA may ask me to undergo a criminal records check.
- I declare that I have not in the past and am not currently subject to any Massey University disciplinary matters.

Name:

Student ID:

Signature:

Date:

If you have any questions regarding this Code of Practice and the standards we uphold at the ASA, please do not hesitate to get in contact with the ASA Campus Culture Coordinator at: [campusculture@asa.ac.nz](mailto:campusculture@asa.ac.nz)