

## BWRAC MEMBERS CODE OF CONDUCT POLICY

### Purpose

The purpose of this policy is to outline the expectations of members of Ballarat Wildlife Rehabilitation and Conservation Inc (BWRAC) in participating as a member and/or volunteer the organisation. BWRAC aims to be an inclusive organisation, where participation is encouraged, ideas are welcome, and everyone is respectful in carrying out the objectives and purposes of the organisation.

This Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of being a member of BWRAC. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties, volunteering, being a member and interactions with the organisation.

### Mission (what we do, for who and what benefit)

- At BWRAC, our mission is to help wildlife carers rescue, rehabilitate injured, sick or orphaned wildlife, fostering a harmonious coexistence between humans and animals. We are dedicated to providing support to wildlife carers, and a safe environment for our wildlife. Through education, community involvement, and a network of committed volunteers, we strive to promote wildlife conservation and inspire a collective responsibility to protect and preserve our local endemic wildlife species for future generations.

### Vision Statement

- Help preserve our local wildlife for future generations.

### Values (core beliefs)

Our core values underpin all that we do. They are:

- Compassion: We treat all humans and animals with kindness and empathy, recognizing their intrinsic value and right to a safe, healthy life.
- Integrity: We operate with honesty, transparency, and accountability, maintaining the trust of our community, supporters, and members.
- Education: We believe in the power of education to foster awareness and understanding, empowering people to take action in wildlife conservation.
- Collaboration: We value teamwork and partnerships, understanding that collective efforts yield the greatest impact for wildlife preservation.
- Excellence: We strive for the highest standards of care and professionalism in all aspects of our work, continually seeking to improve and innovate.
- Stewardship: We are dedicated to responsible stewardship of our natural resources, advocating for sustainable practices and policies that benefit our local wildlife and their habitats.
- Respect: We honor the diversity of life and ecosystems, fostering respect for the delicate balance of nature and the interdependence of all species.
- Service: be of benefit to our local carers/shelters, the public and our stakeholders.

### **Application of this code of conduct**

All BWRAC members are expected to:

- Always conduct themselves in a civil and respectful manner, and to not bring BWRAC into disrepute.
- Declare any or all actual or perceived conflicts of interest.
- Actively help the organisation pursue its purposes and goals.
- Safeguard restricted or confidential BWRAC information.
- Maintain a positive focus. For example, if presenting an issue, also present a possible solution.
- Act in a way that is in line with the purpose and values of the charity and that enhances the work of the charity;
- Strive to achieve the highest levels of service, performance and social responsibility.
- Advocate openly in line with BWRAC's objectives, in a respectful manner.
- Act in a manner to create and sustain an environment that encourages all individuals and the organisation to reach their fullest potential in a positive and productive manner.
- Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation, and unlawful discrimination.
- Acquire and disseminate information through official, ethical and responsible means.
- Take appropriate steps to ensure the accuracy and completeness of all information communicated to or on behalf of BWRAC.
- Follow BWRAC's policies and procedures as well as any instructions or directions reasonably given to you;
- Disclose to BWRAC if you have been disqualified by DEECA or Wildlife Victoria (or any other governing body) from holding a wildlife shelter authorisation, foster carer authorisation or wildlife rescue/transport authorisation etc.

### **BREACH OF THE CODE OF CONDUCT:**

Any breach of this Code of Conduct will be taken seriously and may lead to disciplinary action, up to and including termination of membership, or the cessation of any contract, agreement or engagement (whether written or verbal) with BWRAC.

Disciplinary action may include (but is not limited to):

- Requiring a formal apology
- Conciliation/mediation conducted by an impartial third party
- Training on expected standards of behaviour
- Verbal or written warning
- Immediate termination of membership, with or without notice
- Return to a BWRAC authorised representative, any assets held on behalf of BWRAC.

**ACCEPTANCE OF THE CODE OF CONDUCT:**

By taking up a membership, or renewing your membership, you have read and understand the Ballarat Wildlife Rehabilitation & Conservation's Code of Conduct. You further agree to abide by the rules described above and understand that you may be removed as a member if you violate any of these rules.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/2024.

Print Name: \_\_\_\_\_

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