

Volunteer/Intern Code of Practice

1. Each volunteer/intern must complete an application form and sign this Code of Practice
2. A program of duties, including proposed hours to be worked by each volunteer/intern will be agreed upon prior to commencing work.
3. Volunteers/interns will be coordinated by the Office Administrator/Bookkeeper, but will be supervised by and report to the staff whose department they are working with on any given day.
4. Volunteers/interns are expected to be punctual and notify the Office Administrator/Bookkeeper in advance if they will be late or unable to attend on any given day.
5. As a co-worker, a volunteer/intern is expected to represent Museums & Galleries NSW (M&G NSW) and maintain the same standards that apply to paid staff, including confidentiality, accuracy, courtesy, observance of office procedures and advocating the organisation.
6. Volunteers/interns are will not disclose data or documents acquired during the course of their volunteering/internship for any purpose, except where written authority has been given.
7. M&G NSW will own copyright over products and services, including any artistic or literary material provided by the volunteer or intern under this agreement, except where permission has been given.
8. As a co-worker, a volunteer/intern is afforded the same OH&S rights as paid staff, including the right to a safe working environment.
9. M&G NSW staff have the responsibility of providing adequate training and explanations for volunteers/interns in order for them to complete requested duties and tasks.
10. The acceptance of a volunteer/intern is on a temporary basis for an initial period of six weeks. After this period a review will be undertaken where both parties have the right to modify or discontinue the volunteer/intern work arrangements.
11. After the review, either party may choose to discontinue the agreement at any time, however both parties are required to give one week's notice.
12. Volunteer/intern work must in no way be regarded as a right to employment should a vacancy occur.
13. In general volunteers/interns will not be expected to work for any longer than 12 hours per week. This does not apply to more intensive periods of work including internships, work experience or project based work, which may continue for a period of up to three months.
14. Volunteers/interns must register their start and finish times with the Office Administrator/Bookeeper each day that they work.

15. If a volunteer/intern is required to work outside of the M&G NSW office on M&G NSW business, the volunteer/intern must communicate this to the Office Administrator/Bookkeeper via email, telephone or face to face.
16. Should any grievances occur they should be directed to the Office Administrator/Bookkeeper who will discuss the situation with the volunteer/intern and relevant staff as appropriate. If the issue is not resolved via this process the volunteer/intern may appeal to the General Manager, Finance & Administration.
17. Volunteers/interns will be reimbursed for expenses that have been discussed with and approved by the Office Administrator/Bookkeeper.

I have read and accept the above code of practice.

Signed: _____

Date: _____

Print Name: _____