



Volunteer Code of Conduct - October 2021

Background

Pigweed Food Co-operative, trading as Thoughtful Foods, has developed this Code of Conduct to apply to all volunteers at Thoughtful Foods.

Code of Conduct

1 Thoughtful Foods expects all volunteers to conduct themselves in a manner that observes both honesty and integrity.

2 Volunteers are expected to be respectful of and polite to all other volunteers, members and shoppers. This includes considering the consequences of your actions or inactions on others, and making sure communications with other volunteers (e.g. through WhatsApp or email) are read in a timely manner. Volunteers must provide sufficient notice if they are unable to volunteer at the rostered time (at least a week, or at least 24 hours in exceptional circumstances). Volunteers must also log their hours at the start and finish of a volunteering shift or remote project work

3 Volunteers are to follow Thoughtful Foods' policies and procedures. This includes all relevant food safety guidelines, the co-op's COVID-19 Safety plan, WHS standards and procedures, and any other requirements from UNSW or NSW Health. Following the safety guidance includes, but is not limited to, being clean, wearing gloves when handling food with their hands, wearing a face mask (as required by the COVID-19 plan), wearing enclosed footwear, and tying hair back. Volunteers are to wash their hands on commencing their shift and as necessary. Volunteers are also required to complete cleaning tasks as per the standard procedures outlined in Trello.

4. Volunteers are required to regularly self-assess their physical and mental wellbeing and ensure that they are capable of carrying out the tasks required of

All policies and processes undergo routine review two years after endorsement

them in a safe manner. Volunteers should notify the Volunteer coordinator as soon as possible when they are unwell so a replacement can be organised. Volunteers who are unwell with COVID-19 symptoms should follow the current COVID plan, including seeking testing and following NSW Health requirements before returning to the co-op. Volunteers who have been identified as a COVID close or casual contact, or who have been diagnosed with COVID-19 must also notify Thoughtful Foods in accordance with the COVID-19 plan. Volunteers must not be under the influence of alcohol or illegal drugs while engaging in any work for the co-op. This includes the misuse of medicines prescribed by a doctor or available from a pharmacy.

5 Volunteers are expected to observe the Safer Spaces Policy, specifically to be accepting of others' differences and not discriminate against others.

6 Thoughtful Foods encourages individual and group initiative, but requests that all volunteers consult with and gain the approval of the coordinators and/or directors to ensure the task and/or activity they wish to undertake fits within the co-op's objectives, policies, COVID-19 safety plan and WHS standards and procedures.

Endorsed by:

Belinda Xie, Laura Brown,, Monika Baumann, Zenah Bradford-Hartke, Amy Geddes

Reviewed and adopted: 24 October 2021

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