

# WORKING WITH WILDCARE

**For employees and  
volunteers**

**V3.0**



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## V2.0

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## **I. Work, health and safety**

### **General principles**

Wildcare Tasmania (Wildcare) is committed to supporting the health and safety of all employees and volunteers. Wildcare will also ensure other persons are not put at unreasonable risk from work carried out with, or by, Wildcare.

Wildcare's management of health and safety includes physical and mental health.

This Working with Wildcare document, the Wildcare Code of Conduct and Wildcare policies contain specific provisions aimed at providing a safe working environment.

The CEO will demonstrate commitment to a safe and healthy workplace for staff and volunteers, including consulting with staff and volunteers about safety issues and ensuring that workers are supported to identify and report hazards. The CEO will maintain regular conversations with staff about role satisfaction and the best role design for organisation and staff benefit. The CEO will ensure that there is an honest and caring work environment in which staff feel comfortable to raise issues. Flexible working arrangements are in place and may be renegotiated to suit need.

Staff contracts require the CEO and employees to report any serious risks and to work in a way that does not endanger the health or safety of themselves or others.

Wildcare volunteers who are managing events on behalf of Wildcare will be informed and supported to run a safe event.

Employees and volunteers who become unable to work due to injury or health will be managed in line with Wildcare policies, contracts and relevant legislation.

Any significant current and emerging health and safety risks will be escalated and recorded in the Wildcare Strategic Risk Register and monitored by the Wildcare Board. The Board will maintain a standing work health and safety agenda item for each ordinary meeting.

## **Wildcare as a Volunteer Serving Organisation**

In most instances where Wildcare members are volunteering, they are under the management and responsibility of a land manager or owner who has volunteer management responsibilities as a 'person conducting a business or undertaking', with respect to the Fair Work Act. In these instances the land manager has ultimate responsibility to ensure the safety of volunteers and to conduct appropriately risk managed events.

In some instances, Wildcare volunteer groups have authority to operate events on an 'arms length' basis, where the land manager retains overall responsibility but does not attend an event in person. Wildcare group leaders have an important role in carrying out safe event management in accordance with agreed instructions and expected risk management and safety protocols. The Wildcare Office team has an active role in providing education and support and the Wildcare Board in monitoring any emerging risks.

The policies and Code of Conduct of relevant land managers all apply and come into play in the first instance in the case of an incident.

## **Wildcare as a Volunteer Involving Organisation**

In some instances, Wildcare has volunteer management responsibility, such as where:

- the Wildcare Office engages administrative volunteers
- the Wildcare Office organizes volunteer participation working bees for corporate volunteers or other groups such as schools
- where volunteer groups are working on private land.

These instances must be specifically agreed and established with the Wildcare Office, and will meet all expected event planning, volunteer registration and attendance records, risk assessment and hazard reporting requirements. Wildcare Office staff will provide support to Wildcare volunteers to run an appropriately risk managed event.

## **Supporting documents**

- [Work Health and Safety Act 2012](#)

- [Working with Wildcare](#)
- [Wildcare Code of Conduct](#)
- [Wildcare Strategic Risk Register](#)
- Wildcare event and risk management forms.
- Staff contracts contain health and safety commitments and rights

## 2. Working with vulnerable people

Vulnerable people in the context of Wildcare can include (but are not limited to):

- people under the age of 18
- seniors
- people with intellectual, mental or physical disabilities
- people who are not native speakers of the local language
- people with low levels of literacy.

Vulnerability may arise from physical or mental unsuitability to the work at hand, or being at increased risk due to not fully understanding or being able to implement safety precautions.

It is important that the risk assessment undertaken by the person(s) responsible for establishing events, considers all aspects of potential vulnerability and suitability. This is particularly important in the case of remote events, where access to medical treatment will be very difficult. It does not mean that vulnerable people cannot participate, as appropriate safeguards may be able to be put in place. A case by case assessment is necessary.

Subject to a case by case suitability assessment, and the relevant legal provisions of the time, people under the age of 18 are welcome to attend Wildcare events provided that:

- they are accompanied at all times by a parent or guardian or
- by a teacher as part of a school or community group activity and
- provided that relevant land managers/owners are in agreement..

In the case of any events that are provided mainly for, or to, youth, event organisers may need to apply for registration from the Tasmanian Department of Justice (CBOS) to work with vulnerable people.

### 3. Code of Conduct

The Wildcare Code of Conduct outlines the ethical and professional conduct required by everyone working at Wildcare including Board members, employees, volunteers and contractors.

Wildcare Code of Conduct is designed to ensure that:

- the highest standard of organisational and individual behaviours are observed when working for Wildcare, whether in a remunerated or voluntary capacity,
- Wildcare is managed within the regulatory and legal environment in which it operates as a not for profit, deductible gift recipient entity,
- Wildcare Board members, employees, volunteers and contractors enhance the reputation of Wildcare within the Tasmanian community through their actions and
- Wildcare Board members, employees, volunteers and contractors have a framework to promote ethical conduct and decision making on a day-to-day basis.

Wildcare ensures the effectiveness of the Code of Conduct by providing training to all Board members, employees, volunteers and contractors at induction and as needed on an ongoing basis.

#### Supporting documents

- Wildcare Code of Conduct

### 4. Grievance resolution and dealing with misconduct

Wildcare aims to maintain a positive workplace. Key to this is attempting to resolve issues early and also providing clear information about how grievances, disputes and allegations of serious misconduct are defined and managed on a case-by-case basis in a fair and reasonable manner. Wildcare is committed to the legislation that underpins the grievance, dispute and serious misconduct process.

#### Raising issues – support available

In the first instance, employees and volunteers are encouraged to raise any matters of concern as soon as is practicable so that efforts can be made to resolve them and avoid escalation to a bigger problem.

The first point of contact for raising an issue is, as relevant:

- the land or Program manager that the volunteer group is working with;
- the a volunteer group leader; or
- the Wildcare Member Services Coordinator or CEO.

Depending on the nature of the grievance/dispute, information and support may be obtained from one of the following:

- Office of the Anti-Discrimination Commissioner or
- Worksafe Tasmania.

Allegations of a particularly serious nature, may be raised in line with the Public Interest Disclosures Act 2002. If legitimate concerns are raised in accordance with the Act, certain legal protections are available.

### **Supporting links**

- [Fair Work Act 2009](#)
- [Public Interest Disclosures Act 2002](#)

## **5. Harassment, bullying and anti-discrimination**

Wildcare is committed to promoting a work environment that is free from discrimination, bullying and harassment and where everyone feels respected and safe, and are treated fairly.

This applies to all environments including:

- Wildcare offices,
- on-ground Wildcare activities around Tasmania,
- on-line environments including emails and social media, and
- all forms of public media.

These provisions cover Wildcare staff and volunteers and staff of our organisational partners.

## **6. Conflicts of interest**

Conflict of interest occurs when an interest diverges from that of Wildcare. This may include duties or responsibilities that are held by a Board member, staff member or contracted volunteer as a result of a relationship with another entity

or an associate of the entity, eg family member, receiving gifts and hospitality, and/or what is termed as outside employment and other activities.

To counter this, Wildcare Board members, remunerated employees and contracted volunteers working on behalf of Wildcare, (or likely to be perceived to be working on behalf of Wildcare), should refrain from activities that are likely to:

- adversely affect Wildcare works
- negatively impact Wildcare's reputation or
- cause conflict with Wildcare interests.

Potential, perceived and/or actual conflicts of interest are managed in accordance with the Code of Conduct. Wildcare maintains a Register of Interests for all those with Responsible Person responsibilities. These include Wildcare Board and Grants Assessment Committee members and CEO.

Grant applicants must declare any conflicts of interests (eg if they own land or property in relation to which they are seeking a grant) at the time of making the application.

## **7. Fraud and corruption control**

Wildcare employees and contracted volunteers are required to:

- not be involved in any fraudulent activities or engage in corrupt conduct
- be intolerant of fraud and corruption
- be vigilant in the prevention, deterrence, detection and investigation of all forms of fraud, including cyber crime.

Employees and volunteers are urged to report any suspicious behaviours to the Wildcare CEO as soon as the concern is identified. If the Wildcare CEO is conflicted the Board Chair will consider the issue. The report will be investigated and treated confidentially. There will be no reprisals associated with reporting suspected fraud or corruption in this manner.

## **8. Confidentiality and privacy**

All information obtained in the course of performing Wildcare duties will be treated as confidential unless required or permitted to be disclosed by law.



Employees will:

- ensure that any personal or sensitive information relating to Wildcare members, work colleagues, organisational partners, suppliers and Wildcare operations is protected and only seen and used by authorised persons
- not use or access personal or confidential information outside the scope required for valid work tasks, nor allow that information to be used beyond the original purpose for which it was obtained
- return all organisational assets and items containing business information on ceasing employment with Wildcare.

### **Supporting links**

- Wildcare Privacy policy

## **9. Social media**

Wildcare enthusiastically supports the use of social media to engage and grow interest in Wildcare activities.

Care must be taken to avoid defamatory or offensive comments about individuals or our organisational partners. Negative personal comments about Wildcare staff or volunteers or staff of Wildcare's organisational partners are prohibited under the Wildcare Code of Conduct.

Wildcare is a non-political organization and care must also be taken to avoid political comment in social media posts on Wildcare badged sites about Government policy, decisions or actions. These social media provisions apply to both staff and volunteers working on behalf of Wildcare. The provisions apply when a person is formally representing Wildcare and also in circumstances when the person could be perceived to be representing Wildcare.

### **Supporting documents:**

- Wildcare Code of Conduct

## **10. Diversity**

Wildcare values and respects diversity. We recognize the importance of our talented and diverse workforce and the positive impact that unique capabilities, experiences and characteristics have on us as individuals, and collectively within our work teams and as an organisation as a whole.

Wildcare will:

- create an inclusive workplace culture in which everyone has the opportunity to fully participate and is valued for their distinctive skills, experiences and perspectives
- facilitate equal employment opportunities based on merit
- help to build a safe work environment by taking action against inappropriate workplace and business behaviour that does not value diversity and
- develop flexible work practices to meet the differing needs of employees.

## **11. Alcohol and other drugs**

Wildcare is committed to providing a safe and healthy work environment for all employees, contractors and visitors. This includes observance of the guidelines relating to the use of alcohol and other drugs. Our commitment extends to ensuring all employees, volunteers and contractors understand the risk posed to themselves and others if they attempt to perform their duties while under the influence of alcohol or other drugs. Wildcare does not tolerate the misuse of alcohol or other drugs in the workplace. The 'workplace' includes all work sites of Wildcare, and Wildcare vehicles. These guidelines relate to the use of prescription and over the counter medication, prohibited drugs and alcohol.

## **12. Consequences of breach**

In the event of a breach, or a suspected breach, of *The Working With Wildcare* guidelines, the breach or suspected breach may be dealt with either:

- informally. Dealing with the matter informally may include coaching, training, counselling, a warning, and/or keeping a written record of the action; or
- formally, with reference to any applicable State or Federal legislation and/or the provisions of the Wildcare Constitution. The Wildcare Constitution allows the Board to discipline members by warning,

suspending or expelling, where the Board considers that there have been conduct which is prejudicial to Wildcare’s name.

<b>Version Number</b>	<b>Issue Date</b>	<b>Author</b>	<b>Description of Changes</b>
V1.0	8/11/2018	Sharon Smith, CEO	Initial creation
V2.0	9 June 2020	Sharon Smith, CEO	<p>Amendments to:</p> <ul style="list-style-type: none"> <li>- reorder the document</li> <li>- remove references to Co-Chairs</li> <li>- significantly expand the Work health and safety section 1</li> <li>- Add new section 2, Working with Children and Vulnerable People.</li> <li>- update contact information and present information more clearly in Grievance Resolution section</li> <li>- minor amendment in Harassment, bullying and anti-discrimination section to provide that the provisions apply to all organisational partners (not just DPIPWE)</li> <li>- insert words “those with Responsible Person responsibilities” in Conflicts of Interest section</li> <li>- simplify language style.</li> <li>- include reference to cyber crime in Fraud and Corruption section</li> <li>- simplify language and align to draft Privacy Policy in Confidentiality and Privacy section</li> </ul>

V3.0		Sharon Smith  CEO	- simplify language in Social Media section and to provide that provisions apply to all organizational partners.  Minor updates and language simplification.
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