

ANDREW WILKIE MP
INDEPENDENT MEMBER FOR CLARK
VOLUNTEER AGREEMENT

Thank you for offering to volunteer to support Andrew Wilkie MP, the Independent Member for Clark in the Federal Parliament. We want to ensure your experience is enjoyable and positive, and that every volunteer feels safe, respected and valued.

This Agreement outlines our mutual commitments and the expectations and standards of behaviour for volunteers. It is not intended to be a legally binding contract. It does not create an employment or contractor relationship between you and Mr Wilkie, and it may be cancelled at any time by you or Mr Wilkie.

1. Volunteer behaviour and activities

- (a) Volunteers understand that all activities are carried out on a voluntary basis, and they will receive no remuneration or payment for work.
- (b) Volunteers will be respectful of all persons and treat them fairly, irrespective of political opinions or affiliations.
- (c) Volunteers will abstain from all forms of unacceptable behaviour, including harassment, bullying and victimisation, physical or verbal intimidation.
- (d) Volunteers will conduct themselves appropriately as representatives of Mr Wilkie, including acting honestly, reliably and in recognition of the potential impact their actions might have on the reputation of Mr Wilkie.
- (e) Volunteers will not intentionally mislead or deceive, or make reckless false or damaging statements about Mr Wilkie, any of his policies or decisions, his staff or any other volunteer.
- (f) Volunteers will not make comments to the media or in any public forum on behalf of Mr Wilkie, unless explicitly directed to do so.
- (g) Volunteers will not accept gifts or donations on behalf of Mr Wilkie, and will instead direct potential donors to contact Mr Wilkie's office on 03 6234 5255.
- (h) Volunteers will not engage in fraudulent or criminal behaviour, bribery or unlawful conduct.

(i) Volunteers will abide by the requirements set out by the Australian Electoral Commission in respect of Federal Elections.

2. The health and safety of you and others

(a) Volunteers agree to comply with COVID-19 public health orders, Government public health guidelines, all laws and reasonable directions from Mr Wilkie (or one of his representatives).

(b) Under workplace health and safety legislation, Mr Wilkie has a duty of care to minimise risks to everyone affected by his conduct (including paid employees and volunteers).

(c) It also means that as a volunteer, you have duties too. These include:

- i. taking reasonable care for your own health and safety;
- ii. taking reasonable care for the health and safety of others;
- iii. complying with and reasonable instruction by Mr Wilkie (or one of his representatives);
- iv. advising Mr Wilkie (or one of his representatives) of any concerns you may have about safety and/or fitness in carrying out your volunteer duties; and
- v. cooperating with any reasonable policies and procedures stipulated by Mr Wilkie (or one of his representatives).

3. Insurance

(a) Mr Wilkie is committed to providing insurance cover for volunteers while carrying out approved volunteer activities. Mr Wilkie maintains voluntary workers personal accident insurance. Insured persons include all voluntary workers of the insured up to 85 years old.

(b) Volunteers should be aware that the following events are unlikely to be covered by insurance:

- i. Actions beyond the scope of the volunteer role, or that occur without appropriate authority or permission from Mr Wilkie (or one of his representatives).
- ii. Criminal activity.
- iii. Dishonest or reckless activities.

- iv. Where loss results from self-inflicted injury, the use of alcohol or drugs, mental illness, pregnancy and childbirth or a pre-existing condition.
- (c) There are also limitations on some benefits. If you would like to view a full copy of the insurance policy, please contact Andrew.Wilkie.MP@aph.gov.au.

When you complete your contact details and submit the form you acknowledge that you have read and agreed to this Volunteer Agreement.