



## Friends of Chiltern–Mt Pilot National Park Inc.

### Code of Conduct

#### Purpose

The *Friends of Chiltern–Mt Pilot National Park Inc.* (the Friends) is a volunteer, not-for-profit organisation dedicated to protecting and enhancing the natural environment of the Chiltern–Mt Pilot National Park and its surrounding landscapes.

This Code of Conduct outlines the standards of behaviour expected of all members and volunteers. It ensures that activities are carried out safely, respectfully, and in a manner consistent with the organisation's conservation objectives and community values.

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#### 1. Our Shared Values

All members and volunteers are expected to uphold and promote these core values:

- **Respect:** For each other, the community, Traditional Owners, and the natural environment.
- **Integrity:** Act honestly and transparently in all dealings on behalf of the Friends.
- **Stewardship:** Demonstrate care and responsibility for native vegetation, wildlife, and habitats.
- **Collaboration:** Work together in a spirit of teamwork, inclusion, and mutual support.
- **Safety:** Prioritise the wellbeing of all participants, visitors, and wildlife.
- **Commitment:** Contribute positively to the protection and enhancement of the Chiltern–Mt Pilot National Park.

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#### 2. Expected Behaviour

Members and volunteers will:

- Represent the Friends positively and in a manner consistent with our purpose.
- Comply with relevant laws, park regulations, and directions from Parks Victoria staff.
- Treat others with courtesy, fairness, and respect, recognising the diversity of opinions, backgrounds, and abilities.
- Support the organisation's environmental objectives through responsible action and communication.
- Use respectful, inclusive, and non-discriminatory language in all interactions.
- Follow all safety procedures during field activities, working bees, and events.

- Protect native vegetation, wildlife, and cultural heritage sites by minimising disturbance and avoiding damage.
  - Use tools, equipment, and resources safely and responsibly.
  - Maintain confidentiality of any personal or sensitive information obtained through involvement with the Friends.
  - Declare and appropriately manage any potential conflicts of interest.
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### **3. Unacceptable Behaviour**

The following behaviour is not acceptable and may result in disciplinary action, as per Rules:

- Harassment, bullying, discrimination, or verbal abuse of any kind.
  - Actions that endanger the safety or wellbeing of others or the environment.
  - Deliberate damage to native vegetation, park infrastructure, or wildlife habitats.
  - Conduct that could bring the Friends or the Park into disrepute.
  - Misuse of funds, property, or confidential information.
  - Use of alcohol or drugs in a way that affects performance, safety, or judgement during activities.
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### **4. Health, Safety and Environmental Care**

All participants share responsibility for ensuring that activities are conducted safely and with minimal environmental impact. Members and volunteers must:

- Comply with the Friends' and Parks Victoria's health, safety, and environmental procedures.
  - Report any hazards, incidents, or unsafe practices immediately to the activity leader or committee.
  - Use personal protective equipment as required.
  - Follow biosecurity measures to prevent the spread of weeds and pathogens.
  - Ensure all work supports the conservation of native vegetation and the broader ecosystem.
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### **5. Communication and Representation**

- Be respectful and factual in all communications, including written, verbal, and online.
- Obtain approval from the Committee before making public statements on behalf of the Friends.
- Acknowledge Parks Victoria and other partners appropriately in any public materials.

- Respect the confidentiality of sensitive or internal matters when communicating externally.
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## **6. Social Media and Public Communication**

Social media is an important tool for promoting the Friends' conservation work and engaging with the community. To maintain a positive and professional online presence:

- Only authorised committee members may post on the official Friends of Chiltern–Mt Pilot National Park social media accounts.
  - Members are encouraged to share official posts to help raise awareness but should not speak *on behalf* of the Friends without prior approval.
  - When posting on personal accounts about Friends activities:
    - Be respectful and factual.
    - Do not post photos or information that may identify individuals without their consent.
    - Avoid sharing sensitive details (e.g. threatened species locations, internal matters, or private correspondence).
    - Do not make negative, critical, or defamatory comments about individuals, partners, or other organisations.
  - Posts should reflect the organisation's values and support its mission of protecting native vegetation and biodiversity.
  - Any misuse of social media that brings the Friends or the Park into disrepute may be treated as a breach of this Code.
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## **7. Child Safety and Protection**

The Friends are committed to creating and maintaining a child-safe environment where children and young people are valued, respected, and protected from harm.

All members and volunteers must:

- Comply with the Child Safe Standards as set out under Victorian legislation.
- Treat all children and young people with respect, listening to their views and taking their concerns seriously.
- Never engage in any behaviour that could be considered bullying, harassment, exploitation, or abuse.
- Avoid being alone with a child or young person; ensure activities are conducted in open, visible spaces.
- Obtain Working with Children Checks as per Parks Victoria requirements.

- Report any suspicion, disclosure, or allegation of child abuse or harm immediately to the Committee and relevant authorities, in line with legal obligations.
- Support the participation of children and young people in Friends activities in a safe, inclusive, and educational manner that promotes respect for nature and conservation.

Failure to comply with child safety and protection requirements will be treated as a serious breach of this Code.

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## **8. Breaches of the Code**

- Concerns or breaches of this Code should be reported confidentially to the Committee.
  - The Committee will handle reports in a fair, respectful, and confidential manner in accordance with the organisation's grievance procedures, as per Rules.
  - Consequences for breaches may include counselling, suspension, or termination of membership or volunteer involvement, depending on the severity of the issue.
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## **9. Acknowledgement**

All members and volunteers are expected to:

- Read, understand, and comply with this Code of Conduct.
  - Actively contribute to maintaining a positive, safe, and environmentally responsible organisation.
  - Upon payment of membership it is agreed this Code will be adhered to.
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**Adopted by the Committee of Friends of Chiltern–Mt Pilot National Park Inc.  
on 21 November 2025.**

**Review Date:** Bi-annually prior to AGM.

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