

# GetUp Volunteer Policy Manual

*Last updated 29 April 2022*

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## Introduction

Volunteering with GetUp should be an empowering and positive experience. Both volunteers and GetUp staff should feel safe, valued, and respected, and enjoy working together.

This Volunteer Policy Manual sets out the policies and procedures that we have in place to protect our volunteers and staff, and to help make the volunteering experience a positive one for everyone.

Take your time to read and understand the information and if you have any questions contact your relevant GetUp staff organiser.

## Guiding Principles

The following Guiding Principles provide the foundations for our mission, cultural practice, and our behaviour. They are a reference point for holding each other to account. We expect our volunteers to support and uphold these Principles. Any action taken that does not embody these Principles is not a GetUp action and could amount to a breach of the Volunteer Code of Conduct.

1. **We're a movement of people working together for a fair, flourishing and just Australia.** We want to live in a world that puts people and the planet first, with justice, dignity and equality for all, no matter what they earn, where they come from, who they worship or who they love. We know that our biggest problems arise when too much power rests in

too few hands. At heart, all our campaigns are connected, and we prioritise campaigns that allow us to make progress on more than one issue at the same time.

2. **We respect the leadership of Aboriginal and Torres Strait Islander people.**

We acknowledge the ongoing impact of colonisation on First Nations communities and culture. We respect traditional custodians who protected land and culture for thousands of years, and whose knowledge and wisdom must be central to creating a more sustainable world. We continually strive to be the best allies we can. We understand that our mission is inseparable from First Nations justice, and that First Nations justice must be centred in all our work.

3. **We're inclusive and diverse. We know that to change everything, we need everyone.**

We work with each other to build a movement that is free of racism, sexism, homophobia, transphobia, ableism, ageism, and all the other forms of fear and discrimination that the powerful few use to divide and distract us from the real causes of injustice.

4. **We build the power we need to win by connecting with our communities.** We focus out, not in. We talk to our neighbours, friends, family, classmates and colleagues about our work. We grow our movement by helping new people take action, rather than convincing active people to change what they're doing. We don't waste time arguing with die-hard opponents. In all our actions, we ask ourselves - will this increase community support for our campaigns for a fair, flourishing and just future?

5. **We're fiercely independent.** We speak truth to power and hold political parties of all persuasions to account. We operate independently from politicians, candidates, corporations, and political employees at all times. Our goal is to build a movement popular and powerful enough to win bipartisan support for policies that put people and the planet first. We don't endorse or campaign on behalf of any candidates, politicians, or parties.

6. **We take initiative, in line with our shared strategy.** We know we are stronger when we unite behind a shared cause and strategy. Any three inducted core members of the GetUp Action Network can take action on behalf of our movement, as long as it is consistent with these principles, our 'rule of three' guidelines and our code of conduct. Before acting, we ask each other for advice: to help us learn from each other, and make sure our work is strategic, embodies these principles and brings us closer to our mission.

7. **We're nonviolent in word and deed.** We do not condone violence in any form. We believe in the role of peaceful protest in creating change in our society. While there's lots to be angry about, we project kindness, generosity and a spirit of goodwill to everyone - even the people with whom we disagree.

8. **We are learning how to build a better world, together.** No strategy is perfect, and we treat every campaign as a chance to learn how to campaign better. We listen with an open mind to other perspectives, and give and receive feedback with care and honesty,

in the spirit of finding solutions to our shared problems. When differences persist we work through them in a structured way to resolve them.

9. **We care about each other, and we know we need each other to win.** We know that only a community who looks after each other and ourselves will have the staying power to win the big changes we need. We are connected to our mission and we recognise that change is complex. When we disagree, we remember that we are also united by the desire to build a better world.
10. **We put people first and are mutually accountable.** The health, safety and wellbeing of people, our loved ones and the communities we serve, is paramount. We are all looking out for each other and each of us will take responsibility to ensure high standards of safety and hygiene.

## Volunteer Code of Conduct

This Volunteer Code of Conduct sets out the minimum standards of behaviour that we expect of our volunteers. It also identifies behaviour that will not be tolerated in our movement.

Breaches of the Code of Conduct will be handled in accordance with the Volunteer Code of Conduct Breach Policy.

### **You agree that, when volunteering with GetUp, you will:**

1. Ensure that your behaviour aligns with GetUp's Guiding Principles.
2. Treat everyone, including other volunteers, GetUp staff, members of the public, and those who disagree with us, with respect, dignity, courtesy, and generosity.
3. Undertake your duties with diligence and reasonable care, and in accordance with the policies and procedures in this Manual and any others notified by GetUp.
4. Act with honesty and integrity.
5. Act in accordance with GetUp's fierce commitment to independence, and in accordance with the Volunteer Independence and Communications Policy.
6. Only deal with personal information in accordance with the GetUp Volunteer Data Handling Policy.
7. Comply with all relevant Covid-19 policies and regulations.

8. If you consume alcohol at GetUp-run or volunteer-run events, including meetings, you will only do so responsibly and in moderation.

**You understand that GetUp does not tolerate:**

1. Discriminatory or oppressive language or behaviour including racist, sexist, homophobic, transphobic, ableist, or ageist language or behaviour;
2. Bullying, harassment, including sexual harassment, or victimisation;
3. Violence, abuse, or any behaviour that risks the health or safety of other individuals;
4. Theft or fraud;
5. Intentional damage to property;
6. Intentional breaches of GetUp policies or procedures;
7. Disclosure of GetUp's confidential information; or
8. Behaviour that could compromise GetUp's reputation.

**You understand that if you breach this Code of Conduct GetUp may, at its sole discretion, suspend or terminate your involvement, and may prohibit you from volunteering with the GetUp movement.**

## **Volunteer Code of Conduct Breach Policy**

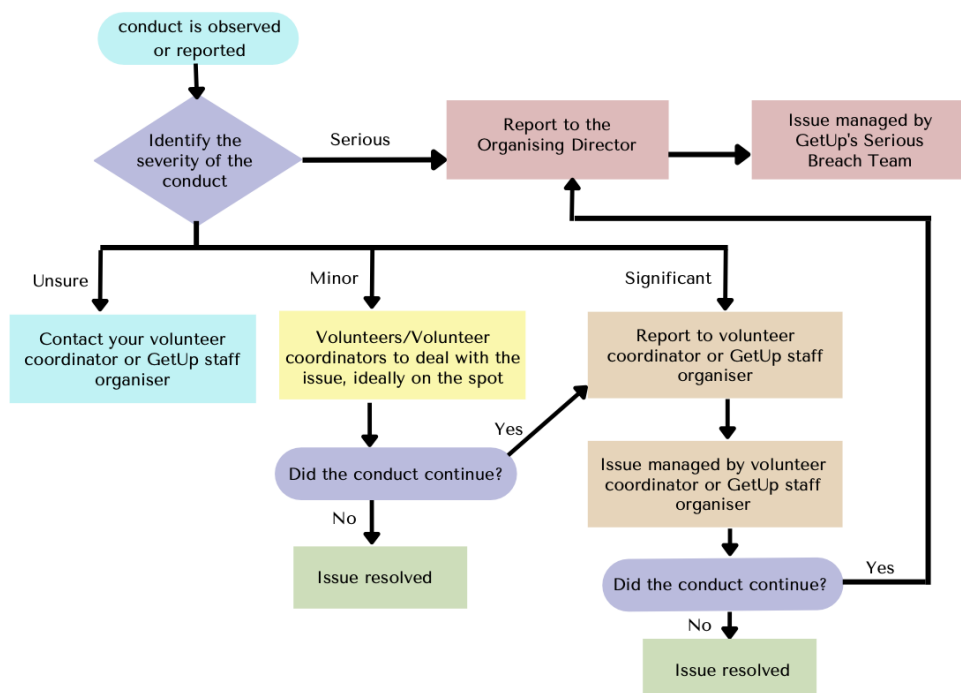
This Volunteer Code of Conduct Breach Policy contains the processes for dealing with volunteer conduct issues. The purpose of the Policy is to ensure that conduct issues are managed and resolved in a fair, appropriate, and timely manner. For this reason, it's important to follow the steps set out below.

There are three different processes for managing conduct issues. The process to use and who is responsible for managing it depends on whether the issue is minor, significant, or serious.

Note: Disagreements and tensions are common in group work. If your issue falls outside of those outlined below, check the [Volunteer Grievance Policy](#), which sets out processes and strategies for resolving problems that don't amount to a breach of the Code of Conduct.

## Overview

This flowchart provides an overview of the process for managing conduct issues.



## Identifying the severity of the issue

In all cases, the first step is to identify whether the conduct issue is minor, significant, or serious. Use the following Tables 1 and 2 to help determine the severity of the issue. The examples in Tables 1 and 2 are not exhaustive. If you are unsure which category the issue falls into, contact your GetUp staff organiser.

**Table 1: Overview of minor, significant, and serious conduct issues**

Type of misconduct or breach	Description	Examples	Who manages?
<b>Minor</b>	The behaviour is likely to only have a limited or minimal impact on others, and is also unintentional and one-off or infrequent.	<ul style="list-style-type: none"> <li>One-off poor communication such as interrupting, being overly blunt, negative, or disparaging of others or GetUp.</li> <li>Contacting other volunteers or GetUp staff outside of working hours.</li> <li>Minor performance issues such as failing to complete responsibilities of the role on time.</li> </ul>	Volunteers
<b>Significant</b>	The behaviour has	<ul style="list-style-type: none"> <li>Language or behaviour that is at odds</li> </ul>	GetUp staff

	the potential to have a significant impact on others but does not amount to a serious breach of the Code of Conduct. It includes one-off significant conduct issues, and ongoing or repeated instances of minor conduct issues.	<p>with GetUp's Guiding Principles.</p> <ul style="list-style-type: none"> <li>• Not treating people with respect, dignity, courtesy, or kindness such as: <ul style="list-style-type: none"> <li>○ being rude;</li> <li>○ refusing to cooperate with or listen to others' perspectives within the group;</li> <li>○ failing to listen to or take reasonable direction from volunteer coordinators or from GetUp staff organisers; or</li> <li>○ criticising other volunteers or GetUp staff.</li> </ul> </li> </ul>	<p>organiser</p> <p>OR</p> <p>volunteer coordinator (with oversight of GetUp staff organiser)</p>
<b>Serious</b>	Conduct that has the potential to cause serious harm to others and that is incompatible with the GetUp Vision, Guiding Principles and our movement generally. It includes one-off serious conduct issues, and ongoing or repeated instances of significant conduct issues.	<ul style="list-style-type: none"> <li>• Discriminatory or oppressive language or behaviour including racist, sexist, homophobic, transphobic, ableist, or ageist language or behaviour.</li> <li>• Bullying, harassment, including sexual harassment, or victimisation.</li> <li>• Violence, abuse, or any behaviour that risks the health or safety of other individuals.</li> <li>• Theft or fraud.</li> <li>• Intentional damage to property.</li> <li>• Intentional breaches of GetUp's policies or procedures.</li> <li>• Disclosure or leaking of GetUp's confidential information such as strategies, internal communications or documentation, etc.</li> <li>• Unauthorised collection, use or disclosure of personal information.</li> <li>• Behaviour that could compromise GetUp's reputation, such as behaving poorly in public.</li> </ul>	GetUp's Serious Breach Team

The following Table 2 is designed to help identify discriminatory language or behaviour.

**Table 2: Examples of discriminatory or oppressive language or behaviour**

<ul style="list-style-type: none"> <li>• behaviour that lacks sensitivity towards the lived experience of others, or constitutes unconscious forms of racism, ableism, sexism and gender bias;</li> </ul>
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- applying implicit biases to make assumptions about another individual or exclude someone from activities or work;
- using pejorative terms, slurs or references, whether intentionally or unintentionally;
- denying an individual the legitimacy of their own subjective experience, or minimising their concerns in relation to oppression, conflict or harassment;
- direct forms of harassment where race, class, gender identity and other factors play a role.

## Process for managing minor conduct issues

Minor conduct issues can be dealt with by volunteers or volunteer coordinators. GetUp encourages volunteers who witness the conduct to follow the process below to manage the issue directly. However, if they are not comfortable doing so, they can proceed to step 3 and report to a volunteer coordinator.

1. **Identify** that the issue is a minor conduct issue using Tables 1 and 2 above.
2. **Raise the issue directly with the person.** If reasonable in the circumstances and you are comfortable doing so, you should raise your issue directly with the person responsible for the conduct and make a respectful and good-faith attempt to give feedback and resolve the issue between you.

If you are not comfortable raising the issue directly with the person, proceed to step 3 and report the issue to your volunteer coordinator.

You can raise the issue on the spot or in a meeting with the person shortly afterwards. Only intervene to deal with the issue on the spot if you are sure that it won't cause further hurt or embarrassment for persons impacted by the conduct. You should also consider the following when deciding whether or not to deal with the issue on the spot:

- Is the group established enough to feel comfortable bringing up the issue?
- Is the issue better resolved with an individual, or between group members?
- Does the group have the facilitation skills to successfully navigate a conflict resolution process?

Whether you deal with the issue on the spot or in a meeting afterward, you should calmly and respectfully identify the behaviour, explain why it is an issue, and how the person can remedy the behaviour.

Helpful phrases:

- “Hey, I noticed you didn’t get this task done. Can I ask what got in the way?”
- “Remember, X uses they/ them pronouns.”
- “Is everything ok? It sounds like you’re frustrated. Would you like to discuss this one on one later?”
- “Thanks for sharing. We need to ensure we’re hearing from everyone, so let’s move on.”
- “Hey, I noticed in the meeting that you interrupted Susie while she was speaking. While we value your input, in order to create an inclusive and respectful group culture where everyone has space to share, could you please wait for others to finish speaking and raise your hand to indicate you wish to speak next?”
- “Hey, I was caught off guard by the blunt language you used in the meeting, what was going on for you there? ... In future, I’d appreciate it if you could speak more positively and seek to understand other perspectives even when providing constructive criticism so that we create a welcoming space for all attendees.”

3. **Report to your volunteer coordinator.** If you are not comfortable raising the issue directly with the person, or you are not happy with the response, raise the issue with your volunteer coordinator. Make sure that you provide them with all of the information about the issue that you have, including who, what, where, when, why, etc. If relevant, provide them with any documentation or other written materials concerning the issue.
4. **Volunteer coordinator to meet with the person responsible for the conduct.** A volunteer coordinator who receives a report of a minor conduct issue is to arrange a meeting with the volunteer to discuss the issue. During the meeting, the volunteer coordinator is to identify the behaviour, explain why it is an issue, and clearly outline how the person is to remedy the behaviour
5. **Communicate the outcome and options.** Volunteer coordinators are to meet with the volunteer who raised the issue to communicate the outcome of the above process. In the meeting, the volunteer coordinator should outline what steps were taken to



resolve the issue, if any steps were not taken and why, and any options that the volunteer may have.

6. If the behaviour continues, initiate the process for managing significant conduct issues below.

## **Process for managing significant conduct issues**

Significant conduct issues are to be managed by either a GetUp staff organiser or a volunteer coordinator.

Where a volunteer coordinator manages the issue, they must notify their relevant GetUp staff organiser who will provide them with advice and support throughout the process.

Whether a volunteer coordinator or GetUp staff organiser is to manage the issue will depend on what is most appropriate in the circumstances including whether the volunteer coordinator is comfortable doing so.

1. **Identify** that the issue is a significant conduct issue using Tables 1 and 2 above.
2. **Report** the issue to your relevant volunteer coordinator or staff organiser. Make sure that you provide them with all of the information about the issue that you have including who, what, where, when, why, etc. If relevant, provide them with any documentation or other written materials concerning the issue. Volunteer coordinators who receive a report are to notify their GetUp staff organiser who will provide support and advice throughout the process.
3. **Meet with the person.** The volunteer coordinator or staff organiser is to arrange a meeting with the person responsible for the conduct to discuss the issue. During the meeting, the volunteer coordinator or staff organiser will explain the following to the person:
  - a. details of the language or behaviour in issue;
  - b. the standard of language or behaviour that is expected, making reference, where relevant, to the Guiding Principles and the Volunteer Code of Conduct;
  - c. how the person can meet this standard;
  - d. where relevant, provide a reasonable timeframe for meeting the standard and dates for check-ins to provide feedback on progress (this will be more relevant for performance-related issues than, for example, issues like poor communication);

- e. the consequences of continuing or repeating the language or behaviour (ie that it may be a serious conduct issue that could result in suspension or termination of the volunteer relationship).
4. **Follow up.** The volunteer coordinator or staff organiser managing the issue is to send the person a written outline of what was discussed at the meeting covering the above. Volunteer coordinators who are managing the issue are to copy in their GetUp staff organiser.
5. **Communication and support.** The volunteer coordinator or staff organiser managing the process is to keep all parties updated on the progress of the matter including expected timeframes.

Volunteers affected by the conduct are to be provided with access to counselling services via GetUp's Employee Assistance Program.

After meeting with the person responsible for the conduct, the volunteer coordinator or staff organiser is to communicate the outcome of the above process with the volunteer who reported the issue. In doing so, they should outline what steps were taken to resolve the issue, if any steps were not taken and why, and any options that the volunteer may have.

6. **Records.** The volunteer coordinator or staff organiser managing the issue is to make a written record of all meetings with persons involved. Volunteer coordinators who are managing the issue are to provide copies of all records to their GetUp staff organiser and copy them in on any written communications with persons involved.
7. If the behaviour continues, initiate the process below for managing serious conduct issues.

## **Process for managing serious conduct issues**

Serious conduct issues are managed by GetUp's Serious Breach Team.

1. **Identify** that the issue is a significant conduct issue using Tables 1 and 2 above.
2. **Report** the issue to GetUp's Organising Director:

Caitlin Gordon-King  
Email: [caitlin@getup.org.au](mailto:caitlin@getup.org.au)  
Phone: 0422 230 615

Alternatively, you can report the issue to your relevant staff organiser who will notify the GetUp Organising Director.

When reporting a conduct issue, make sure that you provide all of the information about the issue that you have including who, what, where, when, why, etc. If relevant, provide them with any documentation or other written materials concerning the issue.

3. **Serious Breach Team** is convened. GetUp Organising Directors will notify and convene the Serious Breach Team to manage the issue.
4. **Gather information.** The Serious Breach Team may take steps to gather additional information to determine the nature and seriousness of the issue such as speaking to people who witnessed the conduct.
5. **Written notice of issue.** The Serious Breach Team will provide written notice to the person responsible for the conduct that:
  - a. details the language or behaviour in issue and, if appropriate, provides any supporting evidence/documentation (taking care to maintain, as appropriate and so far as is practicable, the confidentiality of any persons who reported the behaviour or provided additional information);
  - b. explains that the language or behaviour may amount to a serious breach of the Volunteer Code of Conduct;
  - c. details the potential consequences should GetUp determine that a serious breach of the Volunteer Code of Conduct has occurred;
  - d. contains a statement to the effect that the person may make representations to GetUp regarding the above and provides a reasonable timeframe in which the person must make any representations (the '**Representation period**') (generally, 1 week); and
  - e. provides that the person is not to attend meetings or events or to contact GetUp staff or other volunteers until the matter has been resolved.

Written notice will be provided within a reasonable time after the issue is reported and generally within 48 hours.

6. **Final review and decision.** At the expiry of the Representation Period, the Serious Breach Team will review all of the information and evidence including any representations made by the person and make a determination as to whether or not there has been a serious breach of the Volunteer Code of Conduct. If it is determined

that a serious breach has occurred, the Team will also determine the consequences which may include:

- a. suspension of the volunteer relationship;
  - b. termination of the volunteer relationship;
  - c. banning the person from participating as a volunteer with GetUp and attending GetUp events.
7. **Written notice of decision.** As soon as practicable after the final review and decision, the Serious Breach Team will provide the person responsible for the conduct with written notice of the decision. Where it is determined that a serious breach of the Volunteer Code of Conduct has occurred, the written notice will also state the consequences (suspension or termination of volunteer relationship, etc).
8. **Communication and support.** The Serious Breach Team is to keep all parties updated on the progress of the matter including expected timeframes.

Volunteers affected by the conduct are to be provided with access to counselling services via GetUp's Employee Assistance Program.

The Serious Breach Team will communicate the outcome of the above process to the volunteer who reported the issue and any other persons involved, subject to confidentiality requirements. In doing so, the Serious Breach Team will outline what steps were taken to resolve the issue, if any steps were not taken and why, and any options that the volunteer may have.

## Volunteer Grievance Policy

### Purpose and scope

This Volunteer Grievance Policy sets out a process for volunteers to raise work-related grievances, and for the management and resolution of those grievances in an appropriate, fair, and timely manner.

**Work-related grievances** are concerns with or complaints about the GetUp volunteer experience. They may be about the role, duties, the work environment, working relationships, GetUp materials, platforms, or training, etc.

The Policy is not intended to cover conduct issues or work health and safety issues, which are to be managed in accordance with the [Volunteer Code of Conduct Breach Policy](#) and the GetUp's [work health and safety](#) processes, respectively.

## Process for raising grievances

GetUp strongly encourages volunteers to try to resolve grievances amongst themselves, where appropriate and they are comfortable doing so.

There will be circumstances where it is not appropriate for volunteers to manage an issue, for example, where it involves a GetUp staff member or it relates to something that is exclusively within the control of GetUp.

Table 3 below contains examples of grievances that can be managed by volunteers and those that need to be managed by GetUp.

**Table 3**

Example grievances that can be managed by volunteers	Example grievances that must be managed by GetUp
<p>Issue with:</p> <ul style="list-style-type: none"> <li>● the volunteer’s role such as nature of, or amount of work, hours, etc;</li> <li>● other volunteers that don’t amount to conduct issues, such as group dynamics, division of work, etc;</li> <li>● tactics or strategic direction of an Action Group;</li> <li>● volunteer meetings such as the format, location, etc.</li> </ul>	<p>Issue with:</p> <ul style="list-style-type: none"> <li>● a GetUp staff member;</li> <li>● a volunteer coordinator;</li> <li>● GetUp resources, materials, platforms or training;</li> <li>● GetUp policies or procedures.</li> </ul>

## Process for volunteer management of a grievance

1. **Raise the issue directly with the relevant person(s).** If reasonable in the circumstances and you are comfortable doing so, you should raise your issue directly with the person or people involved and make a respectful and good-faith attempt to resolve the issue between you.

You can also speak to your relevant volunteer coordinator or GetUp staff organiser, who can offer you support throughout this process.

If you do this and you are happy with the person's response, the matter will be considered resolved and you do not need to proceed to the next steps.

2. **Report to your volunteer coordinator.** If you are not comfortable raising the issue directly with the person, or you are not happy with the response, raise the issue with your volunteer coordinator.
3. **Management of the issue by volunteer coordinator.** A volunteer coordinator who receives a report of a grievance is to:
  - **If the grievance is about another volunteer,** arrange a meeting with that volunteer to discuss the grievance and attempt to resolve it. (Remember, this process is for issues that don't amount to conduct issues. If you're unsure, see the Volunteer Code of Conduct and Volunteer Code of Conduct Breach Policies for what constitutes a conduct issue.)
  - **If the grievance is not about another volunteer,** assess the information and take reasonable steps to resolve it. The necessary steps will depend on the nature of the issue. For example, if the concern is about the nature or extent of the volunteer's duties, make reasonable changes to the duties and/or offer to provide assistance or support to the volunteer to enable them to complete their duties.

Volunteer coordinators can consult their relevant staff organiser who can provide assistance throughout this process.

4. **Communicate the outcome and options.** Volunteer coordinators are to meet with the volunteer who raised the grievance to communicate the outcome of the above process. In the meeting the volunteer coordinator should outline what steps were taken to resolve the issue, if any steps were not taken and why, and any options that the volunteer may have.

If the volunteer is satisfied with the outcome, the matter will be considered resolved and volunteer coordinators do not need to proceed to the next step.

5. **Escalate.** If the above process has been completed and the matter is still not resolved, volunteer coordinators are to report the matter to GetUp in accordance with the process below.

## **Process for management of a grievance by GetUp**

1. **Report to your staff organiser.** Grievances that cannot be managed by volunteers are to be reported to the relevant GetUp staff organiser. If the grievance is about the staff organiser, the matter is to be reported to the GetUp Organising Director:

Caitlin Gordon-King  
Email: caitlin@getup.org.au  
Phone: 0422 230 615

3. **Management by GetUp.** A report of a grievance will be referred to a team consisting of relevant GetUp staff who may include members of GetUp's Operations and Organising Teams. Those persons will take all reasonable steps to manage the issue which may include:

- gathering additional information;
- speaking to the people involved;
- giving reasonable and appropriate directions to volunteers or GetUp staff; and
- in appropriate circumstances, engaging the processes under any other GetUp policies.

GetUp will take steps to resolve the matter within a reasonable time. What is reasonable will depend on the nature of the grievance, however, GetUp will generally aim to resolve matters within 14 days of GetUp receiving the report of the grievance from the staff organiser or Organising Director, or communicate why the issue is not being acted on.

4. **Communicate.** GetUp will take reasonable steps to keep the volunteers and staff involved informed of the progress of the matter.
5. **Notice of outcome.** GetUp will notify the volunteers and staff involved of the outcome of the organisation's management of the issue.

## Volunteer Work Health and Safety and COVID-19

GetUp aims to foster a safe and healthy work environment for our volunteers, contractors and visitors. The organisation understands its responsibility to comply with safety measures outlined in the relevant Federal and State legislation.

The following matters are covered in this section and are designed to help maintain a safe working environment for our volunteers:

- Volunteer responsibility for work health and safety
- Responding to work health and safety issues
- COVID-19

- Bullying, discrimination, harassment, including sexual harassment
- External threat, harassment or stalking
- Violent or hostile person
- Physical harm – serious injury/illness
- Physical harm – slips, trips and falls
- Drugs and alcohol
- First aid
- Guidelines for a safe volunteer workspace

## Volunteer responsibility for work health and safety

A volunteer you have an obligation to:

- take reasonable care for your own health and safety;
- take reasonable care for the health and safety of others;
- comply with any reasonable instructions, policies, and procedures of GetUp; and
- notify GetUp of health and safety issues including potentially hazardous situations, accidents, or incidents relating to staff, volunteers, or the GetUp workplace (other than in an emergency).

Failure to do any of the above may amount to a breach of the Volunteer Code of Conduct.

## Responding to Work Health and Safety issues

Table 4 below sets out some key information for responding to work health and safety issues. Further information on specific areas of work health and safety is set out in the sections further below.

**Table 4**

Situation	Process / contact
Emergency	<p>In an emergency involving injury or serious and immediate threat to health and safety, volunteers must:</p> <ol style="list-style-type: none"> <li>1. Remove yourself from any danger.</li> <li>2. Contact emergency services on 000.</li> <li>3. Report the matter to your relevant GetUp staff organiser. Alternatively, reports can be made to GetUp’s Organising Director:</li> </ol>



	<p>Caitlin Gordon-King  Email: <a href="mailto:caitlin@getup.org.au">caitlin@getup.org.au</a>  Phone: 0422 230 615</p>
<p>Reporting health and safety issues such as potentially hazardous situations, accidents, or incidents relating to staff, volunteers, or the GetUp workplace (otherwise than in an emergency).</p> <p>Includes reports of bullying, discrimination, harassment including sexual harassment, threats, stalking, violent or hostile person, physical harm, serious injury or illness.</p>	<p>Health and safety issues should be reported to your relevant GetUp staff organiser. Alternatively, reports can be made to GetUp's Organising Director:</p> <p>Caitlin Gordon-King  Email: <a href="mailto:caitlin@getup.org.au">caitlin@getup.org.au</a>  Phone: 0422 230 615</p>
<p>COVID-19 in the workplace</p>	<p>Reports of COVID-19 at <b>GetUp-organised</b> events are to be made to your relevant GetUp staff organiser. Alternatively, reports can be made to GetUp's Organising Director:</p> <p>Caitlin Gordon-King  Email: <a href="mailto:caitlin@getup.org.au">caitlin@getup.org.au</a>  Phone: 0422 230 615</p> <p>Reports of COVID-19 at <b>volunteer-organised</b> are to be made to the relevant volunteer coordinator.</p> <p>See the COVID-19 section below for the full details of reporting requirements,</p>
<p>First aid (otherwise than in an emergency)</p>	<p>GetUp First Aid Officers will be available to assist at GetUp offices and GetUp-organised events.</p> <p>Volunteers are responsible for taking appropriate first aid precautions at volunteer-organised events including supplying a first aid kit and/or arranging meetings in a location that can reasonably be expected to have its own first aid facilities. Volunteer coordinators may claim a reimbursement from GetUp for the purchase of one first aid kit per</p>

	year. GetUp strongly recommends that Action Groups have one trained first aid officer.
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## COVID-19

GetUp has strict policies and processes in place to manage the risk of COVID-19 in the workplace and to protect our staff, volunteers, and the communities that we work in.

Our policies are based on the two principles of:

- **People first:** The health, safety and wellbeing of people, our loved ones and the communities we serve, is paramount; and
- **Mutual accountability:** We are all looking out for each other and each of us will take responsibility to ensure high standards of safety and hygiene.

Set out below are the minimum COVID-19 safety requirements for volunteering with GetUp. Please ensure that you follow them.

**COVID-19 laws in your state or territory may be different and/or more onerous. You must comply with the relevant covid laws in your area when volunteering with GetUp.**

GetUp may impose additional requirements at any time.

### General Covid-safe measures

The following safety measures are to be followed when volunteering for GetUp:

- **Physical distancing:** you must practise physical distancing. This means staying at least 1.5m (or such further distance as required under relevant state and territory COVID-19 laws) away from each other at all times.
- **Masks:** the wearing of face masks while indoors is encouraged (and may be required in some states and territories). In some circumstances, GetUp may require masks to be worn. GetUp will supply masks for attendees at GetUp-organised events.
- **Hygiene:** you must maintain good hygiene at all times, including by washing and sanitising hands, and covering your mouth and nose with your elbow or a tissue when coughing or sneezing.
- **Cleaning:** wipe down surfaces, such as tables, desks, keyboards, monitors, ipads, mouses, etc, after each use with antibacterial wipes or an alcohol-based solution. GetUp will provide cleaning products and equipment at GetUp-organised events.
- **State and territory requirements:** all volunteer-run events must comply with relevant state and territory COVID-19 requirements, e.g. those relating to:
  - capacity limits on gatherings;

- physical distancing;
- mask wearing; and
- vaccination status.

## **Attending the physical work environment or an event**

The following safety measures apply to volunteers attending the physical work environment or a GetUp event, including both GetUp-organised and volunteer-organised events.

The **physical work environment** includes any environment where a volunteer is undertaking their volunteering duties for GetUp (but, for the purposes of this COVID-19 Policy, doesn't include working from home if no other volunteers are present).

You must not attend the physical working environment or an event if:

- You have COVID-19 or test positive on a Rapid Antigen Test or a PCR test.
- You are experiencing any cold or flu-like symptoms (eg. cough, sore throat, runny nose, fever, headache, etc) or are otherwise unwell.
- You are a close contact of a confirmed COVID-19 case, that is, you:
  - live in the same household as someone who tests positive; or
  - have spent time with someone who tests positive in a setting where you were not wearing masks and were interacting closely e.g. you worked closely with them; stayed overnight at or visited them at their home or drove in a car with them; provided care to them or to children who have since tested positive; or
  - are determined as one by your state or territory health department.
- The appropriate government orders otherwise require you not to attend.

It is recommended that volunteers responsible for organising a **volunteer-run event** take a Rapid Antigen Test the evening before the event and refrain from attending if a positive result is received.

Volunteers responsible for helping to organise a **GetUp-run event** will be required to take a rapid antigen test the evening before the event and refrain from attending if a positive result is received. GetUp will supply Rapid Antigen Tests for organisers of GetUp-run events.

## **Volunteers who have COVID-19 or a close contact of a confirmed COVID-19 case**

Volunteers who have had COVID-19 or are a close contact of a confirmed COVID-19 case may only return to the physical work environment if they:

- have satisfied all relevant requirements in their state or territory for people with COVID-19 or who are a close contact of a confirmed COVID-19 case, including requirements relating to isolation, testing, etc; and

- are not experiencing cold or flu-like symptoms (eg. cough, sore throat, runny nose, fever, headache, etc) or are otherwise unwell; and
- it has been at least seven days since they tested positive or were last in close contact with a confirmed COVID-19 case.

It is recommended that volunteers complete a Rapid Antigen Test in the morning before returning to the physical work environment and only attend if they receive a negative result.

## **Volunteers who may have been in contact with a confirmed COVID-19 case**

Volunteers who may have been in contact with a confirmed COVID-19 case, but are not a close contact are not to attend the physical work environment or a GetUp event unless:

- They have satisfied the requirements of relevant state and territory orders for people who may have come into contact with a confirmed COVID-19; and
- are not experiencing any cold-and-flu-like symptoms (eg. cough, sore throat, runny nose, fever, headache, etc) or are otherwise unwell.

It is recommended that volunteers who may have been in contact with a confirmed COVID-19 case complete a Rapid Antigen Test in the morning before returning to the physical work environment and receive a negative result.

## **Reporting COVID-19**

If you attended a **GetUp-organised event** within 48 hours of receiving a positive test result or developing symptoms, please report the matter to your relevant GetUp staff organiser or the GetUp Organising Director:

Caitlin Gordon-King  
 Email: [caitlin@getup.org.au](mailto:caitlin@getup.org.au)  
 Phone: 0422 230 615

If you attended a **volunteer-organised** event within 48 hours of receiving a positive test result or developing symptoms, please report the matter to the relevant volunteer coordinator or volunteer organiser of the event.

Volunteer coordinators who receive a report under this policy are to contact all attendees at the event and direct them to follow:

- the requirements of their relevant state or territory COVID-19 laws; and
- The requirements of this policy relating to COVID-19.

## **Bullying, discrimination, harassment, including sexual harassment**

Workplace bullying, discrimination and harassment is defined as repeated and unreasonable behaviour directed towards a worker (including, a volunteer) or a group of workers that creates a risk to physical or mental health and safety. This includes behaviour in connection with work, during work activities, at work-related activities, and on social media.

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour which creates a sexually hostile working environment.

GetUp is committed to providing a safe and healthy workplace free from bullying, discrimination and harassment including sexual harassment. GetUp will treat reports of workplace bullying, discrimination and harassment seriously, responding promptly, impartially and confidentially.

GetUp believes:

- everyone has a right to be treated with respect;
- everyone has a right to fair process – the person against whom the allegation is made has the right to know what is alleged against them, the right to put their case in reply, the right for any decision to be made by an impartial decision maker; and
- affected workers (including volunteers) may be offered counselling.

GetUp will not tolerate bullying, discrimination, harassment, including sexual harassment and disciplinary action will be taken against any worker, including a volunteer, who breaches this policy.

Reports of bullying, discrimination, harassment, or sexual harassment can also be made to any GetUp staff member, who will forward the report to be managed appropriately.

## **External threat, harassment or stalking**

Threats to yourself, another worker or GetUp staff member may be received by phone, email, in writing (including on social media) or in person. If you have received a threat:

1. Determine if there is a fear of immediate harm.
2. If so, contact the police immediately on 000 to report the matter.
3. Report the matter to your relevant GetUp staff organiser or the Organising Director (see [Table 4](#) above for contact details).

If the threat is of a trivial nature, you should still report it to your relevant GetUp staff organiser who will refer it to appropriate GetUp Operations staff.

## **Violent or hostile person**

If confronted by a violent or hostile person:

1. Remain calm, do not confront the person and do not do or say anything that may encourage further irrational behaviour.
2. Try to maintain a safe distance from the person and ensure that your exit route is not blocked and position yourself to quickly leave the area when possible.
3. Contact the police on 000 as soon as possible,
4. Report the matter to your relevant GetUp staff organiser or the Organising Director (see [Table 4](#) above for contact details).

If a violent or hostile person is in the vicinity:

1. Stay out of sight of the person.
2. Do not try to get involved or diffuse the situation.
3. Contact the police on 000.
4. Report the matter to your relevant GetUp staff organiser or the Organising Director (see [Table 4](#) above for contact details).

## **Physical harm – serious injury/illness**

If faced with a person who has suffered a serious injury or illness at the workspace, you should:

1. Assess the casualty and location: identify any threats to your safety and to others.
2. If it is safe to do so, remove, contain or control the threat to ensure that you are not placed in danger and that no further harm comes to the casualty.
3. If it is safe to do so assess the casualty's condition and the need for assistance.
4. Do not move a casualty unless they are exposed to a life-threatening situation.
5. Contact the emergency services on 000.
6. Report the matter to your relevant GetUp staff organiser or the Organising Director (see [Table 4](#) above for contact details).

7. Remain with the casualty and, if appropriately qualified, administer first aid as appropriate until assistance arrives.
8. Follow the instructions of relevant emergency services.

## **Physical harm – slips, trips and falls**

Slips, trips and falls are one of the major types of accidents in workplaces and may be due to poor housekeeping practices such as water or oil spills. Material placed untidily or using walkways for storage can also be a cause of these types of incidents. Volunteers should regularly assess the workspace for the potential for slips, trips and falls, including out of sight areas such as storage rooms.

In case of injury due to a slip, trip or fall, call 000 if the injury is serious or, if the injury is not serious, report the matter to your relevant GetUp staff organiser or the Organising Director (see [Table 4](#) above for contact details)

## **Drugs and alcohol**

Under the Volunteer Code of Conduct, the consumption of alcohol at GetUp-run or volunteer-run events, including meetings, is only permitted if done responsibly and in moderation. Failure to do so is a breach of the Volunteer Code of Conduct and may result in suspension or termination of the volunteer relationship.

GetUp maintains the right to refuse work to any worker (including a volunteer or contractor) or visitor who is in an unfit state to perform their work in a safe manner.

To assist in these requirements, GetUp workers (including volunteers and contractors) and visitors shall observe that:

- no alcohol may be consumed or permitted on property or at off-site events run by GetUp at any time unless expressly authorised by management and only when work is completed for the day;
- no illegal drugs shall be consumed or permitted on property at any time or under any circumstance;
- if, in the opinion of management, a worker is unfit to work safely, they will be sent/taken home;
- workers who are taking prescription medication that may affect their safety at work (that cause drowsiness), are to inform management of the circumstances so that appropriate duties may be assigned.

GetUp encourages all workers not to smoke. Smoking is prohibited in the GetUp workspace.

### ***Approaching a person who may be under the influence of alcohol or drugs***

Approaching a person who is under the influence of alcohol or other drugs requires skill and sensitivity to achieve the best outcome for all at the workplace.

Only Suitably qualified or experienced persons may do this such as managers, supervisors, health and safety representatives or other persons who have appropriate knowledge, experience and/or qualifications (eg counselling). If you're not a suitable person to approach a person who may be under the influence of alcohol or drugs, report the matter to GetUp's Chief of Staff, as soon as possible (see Table 4 above for contact details).

When approaching an apparently intoxicated person it can be more effective and less confronting to talk in terms of their approach to safety and general work performance rather than their alcohol or drug use.

Care needs to be taken when making this judgement in case the person is ill or injured, taking prescribed medication or in some other form of distress which may account for their behaviour. Where legitimate medication is the cause of unsafe performance, the person may need to see their general practitioner for a medication review.

## **First aid**

First aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

GetUp has in place the following first aid procedures:

- The appointment and training of at least two First Aid Officers, who are to receive appropriate refresher training.
- The provision of first aid kits at GetUp offices and GetUp-organised events.

GetUp First Aid Officers will be available to assist at GetUp offices or GetUp-organised events.

Volunteers are responsible for taking appropriate first aid precautions at volunteer-organised events including supplying a first aid kit and/or arranging meetings in a location that can reasonably be expected to have its own first aid facilities. Volunteer coordinators may claim a reimbursement from GetUp for the purchase of one first aid kit per year. GetUp strongly recommends that Action Groups have one trained first aid officer.

## **Guidelines for a safe volunteer workspace**

All volunteers must assess their workspace, including hired venues, according to these guidelines. The matters and items in the guideline are *recommended*. Volunteers are welcome to arrange their workspace and adopt practices suitable to them, however, GetUp strongly encourages volunteers to ensure that the health and/or safety objective of the guideline is achieved.



## **Emergency exits and safety equipment**

- The workspace has readily accessible emergency exits that are unobstructed.
- There is a working smoke alarm installed in or near the workspace (this is a legal obligation that applies to landlords and building owners).
- Basic first aid supplies are readily available in the workspace.
- The workspace contains a fire extinguisher and/or fire blanket.
- Telephone or other communication devices are readily available to allow effective communication in an emergency situation.

## **Electrical**

- Electrical equipment being used including cords are free of obvious defects.
- Connectors, plugs and outlet sockets are in safe working order.
- Power outlets and adaptors are used safely.
- Electrical cords are stowed safely.

## **Computer workstation**

- You have a desk or appropriate flat surface to work on.
- Computer monitor is at the appropriate height and distance and positioned to avoid glare. The top of the screen should be at or slightly lower than eye level. Recommended viewing distance is between 35 and 75 cm.
- Keyboard is in a position which allows you to relax your shoulders with your elbows close to your body and mouse is placed directly next to the keyboard and at the same level.
- Chair is in working order, is adjustable, moves freely, has a stable base and provides sufficient back support.
- Chair height is appropriately adjusted. Arms and forearms should be at right angles or slightly greater and forearms and hands form straight lines when resting on the keyboard. There should be sufficient leg room, with feet flat on the floor or on a footrest so that knees are bent at right angles and thighs are horizontal to floor.

## **Physical tasks and workplace practices**

- Safe posture is adopted – when seated, the volunteer is upright and extends their back and neck in an upright position avoiding strain on the neck and other parts of the volunteer’s back/torso.
- Avoid heavy lifting pushing or carrying and where it is required adopt safe lifting techniques i.e. bending from the knees and not lifting with your back.
- When typing, wrists are kept straight and are supported primarily by the forearms without over-reliance on the desk or table surface (adjust chair height as needed).
- Sitting posture is upright or slightly reclined, with lower back supported.
- Long periods of continuous activity are broken by changing position or standing up and stretching. Breaks should be taken after every 30 mins of typing including standing at least once every hour.

## **Environmental / building conditions**

- Lighting is sufficient – easy to see and comfortable on the eyes.
- Ventilation and temperature can be kept at a comfortable level.
- There is no excessive noise affecting the workspace.
- Walkways are clear of trip hazards eg. objects, furniture, electrical cords.

## **Security**

- The work area can be secured to prevent unauthorised entry.
- Adequate measures are taken to prevent theft or damage of any equipment supplied by GetUp or hired property.

## **Privacy at GetUp**

At GetUp we are committed to protecting people’s privacy. We take our obligations to protect and respect people’s personal information seriously.

Our Privacy Policy, available at [www.getup.org.au/privacy](http://www.getup.org.au/privacy), sets out the ways GetUp deals with personal information.

## **GetUp Volunteer Data Handling Policy**

As a GetUp volunteer, you may need to handle personal information (sometimes referred to as 'data') on behalf of GetUp. This Volunteer Data Handling Policy sets out the rules that you must follow when doing so. Any handling or use of personal information otherwise than in accordance with this Policy is prohibited by GetUp and may amount to a breach of the Volunteer Code of Conduct.

### **1. Principles**

Personal information includes information or an opinion about a person who can be identified.

As a member-driven, people powered movement, nothing matters more to us than maintaining the trust of our members and those that interact with our campaigns. So we treat personal information with care and respect, and only use it for the purposes set out in our Privacy Policy.

We never sell, license, or rent personal information or use or disclose it otherwise than in pursuit of our vision, mission, functions, or activities.

### **2. Collecting or accessing personal information**

GetUp volunteers are only permitted to collect or access personal information on behalf of GetUp if it is necessary to perform the functions of their role.

Access to GetUp databases is limited to volunteers who have completed required training and signed required acknowledgements.

GetUp continually monitors who is accessing databases.

Volunteers who collect personal information on behalf of GetUp must use GetUp-approved collection methods e.g. GetUp sign-up sheets, or GetUp webpages for collecting petition signatures.

### **3. Using personal information**

GetUp volunteers may only use personal information for the purposes of GetUp's campaigns and events, Action Group Network organising, or for GetUp-related administrative purposes. Any use outside of these prescribed purposes is prohibited by GetUp.

## **4. Storage of personal information**

Personal information is stored securely on GetUp-approved databases only. GetUp runs security tests on these databases every 12 months to ensure they remain secure.

Volunteers must not store personal information on unapproved databases or on desktops, USBs, hard drives or in other unapproved software or hardware, or in physical form for any longer than necessary.

## **5. Transferring personal information**

Personal information is only transferred from GetUp's secure databases when it is absolutely necessary to do so and only for permitted purposes.

Personal information may only be transferred by volunteers with appropriate delegation or permission from GetUp.

Personal information may only be transferred to secure GetUp-approved platforms. Under no circumstances is it to be transferred to and stored on desktops, USBs, hard drives or in other unapproved software or hardware.

Generated sheets<sup>1</sup> from SupporterBase are also permitted as long as the instructions are followed - those being:

This is personal information. It must be managed and used in accordance with the GetUp privacy policy which can be found at [www.getup.org.au/privacy](http://www.getup.org.au/privacy). All these data sheets must be safely destroyed within 24 hours of use or returned to GetUp staff to be safely disposed of. By using these sheets, you are agreeing to abide by these conditions.

(<sup>1</sup>Generated sheets are PDFs that can be generated in SupporterBase by volunteer coordinators.)

## **6. Sharing personal information with third parties**

GetUp only shares personal information with third parties in very limited circumstances which are set out in our Privacy Policy.

Sharing personal information generally requires the approval of the National Director or the GetUp Board.

It is extremely rare that GetUp volunteers would need to do this in their role. However, if you think that you need to please speak to your relevant GetUp staff organiser who will consult with the Organising Director.

## **Volunteer Independence and Communications Policy**

At GetUp, we are fiercely Independent (issues-based, non-partisan, member-driven). This independence is critical for speaking truth to power and holding political parties and politicians of all persuasions to account. It is therefore essential that all GetUp staff and volunteers are, and are seen to be, politically independent.

This policy is designed to ensure that volunteer activities do not compromise the fierce independence of GetUp, and this independence is reflected in all direct and indirect communications between GetUp volunteers and political parties and politicians (including independents).

All volunteers are expected to follow this policy.

### **Volunteering with GetUp**

While many GetUp members are also members of a wide variety of political parties, if GetUp volunteers are closely affiliated with political parties or politicians, there may be a perceived conflict of interest.

In order to preserve GetUp's reputation as an independent and issued-based movement, we ask that all volunteers abide by the following policies:

- Elected representatives, candidates for election, office bearers or employees of political parties or candidates (at federal, state, territory and local levels and including independents) are prohibited from volunteering with GetUp and from participating in GetUp Action Groups (and using associated systems).
- Under no circumstances should GetUp Action Groups, volunteer events, or GetUp systems, tools, or platforms, be used by or for political parties, elected representatives, candidates for election, office bearers or employees of political parties or candidates for any purpose including for promotion, or to recruit for events or activities, or to fundraise.

GetUp asks that our volunteers, when performing duties in their role as a GetUp volunteer, do not express:

- displays of partisanship;
- commentary on individual politicians or party officials except as it relates to issues;
- views that contradict the views or policy positions of GetUp; and
- opinions on political matters that GetUp does not hold a position on without first checking with your relevant GetUp staff organiser.

## **No collaboration or assistance for parties, elected representatives, or candidates**

GetUp or our volunteers, including GetUp Action Groups, must not collaborate with parties, elected representatives, or candidates for election (including independents). This means:

- we do not give or receive direction from them as to what to campaign on, how to campaign or where to campaign;
- we do not assist them in their own election campaigning, including but not limited to their election day campaign plans, logistics and How-To-Vote cards;
- we do not offer suggestions, assistance or other support to them generally; and
- while we may engage with them from time-to-time on GetUp issues, this excludes offering suggestions, assistance or other support.

## **Communication with parties, elected representatives, or candidates**

If you are communicating with a party, elected representative, or candidate for election, or their employees or office bearers, please let your relevant GetUp staff organiser know.

While Action Groups may develop and maintain relationships with parties and politicians, any communications should be in line with this policy on independence. Volunteers are to seek approval from a relevant staff organiser before arranging meetings with political candidates or representatives.

# Volunteer Agreement

Thank you for dedicating your time to help the GetUp movement. We want you to have a great volunteering experience and the first step is to make sure everyone is on the same page.

This agreement outlines what GetUp expects of our volunteers and what you can expect from us.

## 1. You are a volunteer

You will be performing all tasks as a volunteer. This means that you are not an employee or contractor of GetUp and, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses (see below at paragraph 5).

## 2. What you can expect when volunteering at GetUp

GetUp values its volunteers and, subject to the type of work you do with us, we will endeavour to provide you with:

- a written position description so you understand your role and the tasks you are authorised to perform;
- any training or guidance necessary for your volunteer role;
- a safe environment in which to perform your role or where you perform your role remotely, guidance on how to set up a safe work environment;
- respect for your privacy, including keeping your private information confidential;
- a supervisor or contact at GetUp, so that you have the opportunity to ask questions and get feedback (see para. 4 below);
- reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us (for further information see para. 5 below); and
- insurance to cover you for the volunteer duties you are authorised to perform.

## 3. What GetUp asks of its volunteers

We ask that you:

- participate in all relevant induction and training programs;
- only undertake duties you are authorised to perform and always operate under the direction and supervision of nominated staff and obey reasonable directions and instructions;
- read, understand and comply with GetUp's relevant policies and procedures;

- notify your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace;
- use any property or equipment given to you in your role safely and only for the purpose of the role and return it to the organisation when you finish your volunteer role;
- let us know if you wish to change the nature of your contribution to GetUp (e.g. hours, role) at any time;
- let us know immediately if there is anything, or anything arises, that makes you unsuitable or unable to legally carry out your volunteer role (e.g. your role requires you to drive and you lose your licence);
- comply with the law at all times; and
- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

## 4. Contact person

You will be given details of a contact person, usually a volunteer coordinator and a GetUp staff organiser.

If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please contact the above person as soon as possible.

Alternatively, you may contact GetUp's Lead Organiser on:

Kaz Uy  
 Email: kaz@getup.org.au  
 Phone: 0435 895 350

## 5. Volunteer expenses and other benefits

As a volunteer, GetUp will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur while performing authorised tasks associated with your role. We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not remuneration or wages.

***You must obtain prior written approval from your supervising GetUp staff member before incurring any expenses in the course of performing your role and will always need to produce receipts.***

We may sometimes provide you with other benefits as part of your volunteering role (examples include: training, free food, accommodation, event entry, clothing or equipment).



Where this occurs, it is on a gratuitous basis at the discretion of GetUp and is not payment in lieu of salary.

## **6. Confidentiality**

When volunteering for us, you may be given access to Confidential Information. Confidential information is any information about GetUp, our employees, members, volunteers, activities, strategies, finances, intellectual property or research which has been designated by us as confidential or which is, by its nature, confidential.

You must not copy, remove, reproduce, use or disclose (either directly or indirectly) Confidential Information other than in the course of performing your volunteer duties or for any purpose other than expressly authorised by GetUp.

At the end of your volunteering, or when required by us, you must immediately return all Confidential Information in your possession or control.

## **7. Intellectual property**

You agree to transfer to GetUp all intellectual property rights and interests (including copyright) in any ideas or materials you create in the course of your volunteering for GetUp.

You also agree to release GetUp from any liability or claim you may have against GetUp for its use of material you create in the course of your volunteering in breach of your moral rights (if any).

## **8. Privacy**

GetUp deals with the personal information of its volunteers in accordance with Australian Privacy Law and our Privacy Policy at [www.getup.org.au/privacy](http://www.getup.org.au/privacy).

If your role requires you to handle personal information on behalf of GetUp, please read our Privacy Policy carefully along with the GetUp Volunteer Data Handling Policy.

## **Acknowledgement**

By signing up to volunteer with GetUp you agree that you have read, understand and agree to be bound by the above agreement and all relevant GetUp policies and procedures.