



ForestrySA (FSA) Volunteers:

- Will remain at all times respectful of the public and FSA employees, contractors and volunteers, treating people with courtesy, sensitivity, honesty and fairness.
- Understand they are offering their services free of charge and will not receive any remuneration for those services (excluding some approved 'out of pocket' expenses).
- Will actively participate in any necessary training and induction sessions provided, and will adhere to ForestrySA's policies, procedures and guidelines.
- Will follow all reasonable directions provided by a 'project coordinator' or FSA employee.
- Will not consume alcohol or use illicit drugs, or be under the influence of alcohol or illicit drugs, while participating in volunteer activities, in accordance with FSA policy.
- Do not have the legal authorisation to perform compliance duties as a Forest Warden.
- Will not undertake FSA volunteer activities unless prior approval is given by appropriate FSA employee.
- Will not use or modify FSA infrastructure or property (unless authorised by FSA employees); and will appropriately use and maintain FSA equipment in line with Standard Operating Procedures.
- Will participate in a safe manner, complying with all FSA's Work Health and Safety (WHS) policies and procedures, reporting any accident, injury or near miss immediately to FSA employees.
- Will refrain from imposing religious, political or personal opinions or comments to the public, employees, contractors and volunteers, whilst representing ForestrySA.
- Will have the necessary clearance checks, licences and/or requirements to participate in volunteer activities.
- Will not disclose or use for personal gain, official state government information that may be obtained during FSA volunteer activities.
- Will ensure that personal interests do not influence the way volunteer activities are conducted and must declare any known conflict of interest
- Will refer all media enquiries to a FSA employee and not make any public comment, in which a volunteer is representing a FSA volunteer program (including social media).
- Understand that FSA has the right to not accept, suspend or dismiss volunteers (if deemed necessary).

Confidentiality

Volunteers may be exposed to official information which may be confidential (e.g. being informed of trail closures prior to this information being released to the public). It is extremely important that volunteers who receive official information (of a confidential nature); do not share this information with third parties **prior** to official release (unless prior approval is obtained).

FSA requires volunteers to respect this confidentiality and not disclose it to others. The disclosure of important official information (especially that of a confidential nature) is taken seriously and the disclosure or misuse of official information could result in the volunteer being asked to leave the program as per FSA privacy policies and *SA Public Sector Code of Ethics*.

This extends to private personal information of ForestrySA employees, contractors and volunteers. This personal information must be kept confidentially and not be given out to members of the public.



Volunteer Terms and Conditions

In line with the *ForestrySA Friends of the Forests* program; volunteers must read, understand and agree to the 'ForestrySA Volunteer Code of Conduct' before participating in any FSA volunteer activities:

- I acknowledge, understand and will adhere to the FSA Volunteer Code of Conduct whilst participating in FSA volunteer activities
- I will declare any medical conditions and pre-existing injuries that may affect me in my volunteer role
- I understand when joining a volunteer activity that the activity organiser has access to some of my registration details including contact information
- I consent to photographs and/or videos being taken of me during an activity which may be used by FSA for promotional purposes. If I do not wish my photo to be taken at an activity, I will convey this to the 'project coordinator' or ForestrySA employee on the day
- I understand that FSA has the right to not accept, suspend or dismiss volunteers (if deemed necessary)

Signature	Name:
 	Date: