

VOLUNTEER INDUCTION PROGRAMME

CODE OF CONDUCT

2026/2027

POLICIES & PROCEDURES - CODE OF CONDUCT

Code of Conduct

Introduction

The Claddagh Association Inc's Code of Conduct (Code) governs the Association and the conduct of Committee Members, Employees, Volunteers, Consultants when they represent The Claddagh Association Inc (the Association).

The Association has certain expectations in relation to its interactions with clients, members, supporters, sponsors and the broader Irish Australian Community. This Code comprises certain fundamental principles and demonstrates the high standards of conduct expected.

Compliance

Committee Members, Employees, Volunteers and Contractors are expected to comply with all laws governing its operations and must conduct the business of the Association with the highest level of integrity.

Administration Roles

If you are working in the Associations office, you are reminded that all information relating to the business of the Association is confidential. You are governed by the Code of Conduct, Confidentiality and Privacy Policies, please ensure you are familiar with these policies.

Administration roles will be directed by the Coordinator of a member of the committee. Some of the tasks that volunteers may be asked to assist with are:

- database updates;
- social media updates;
- document creation;
- correspondence;
- scanning and archiving of files and documents;

POLICIES & PROCEEDURES - CODE OF CONDUCT

Reimbursement of Expenses

There may be occasions while you are performing your volunteer role, that you need to pay for an item with your own money. Where possible, please seek prior approval from the Coordinator or a committee member.

Please keep the receipt and submit it along with a completed expense claim form, to the Coordinator to arrange reimbursement. Expense claims submitted without any receipts may not be processed.

Mileage Claims

Should you need to use your own vehicle on occasion for your volunteer role, please complete the Mileage Claim Form and submit it to the Coordinator to arrange reimbursement.

Hours of Work

Your hours of work will be as agreed and will depend on the task or event that you are assisting with. Should you find you are unable to complete those hours, please contact the Coordinator as soon as possible.