

The Robogals Way:

Code of Conduct Policy

Owner	Approver	Approved	Next review
People & Culture Sub Committee	Board	2024	2026

Overview

The Robogals Way is our public statement outlining the standard of behaviour we expect from all our people.

Our Mission: Inspire, engage and empower young women into engineering and related fields.

Our Vision: A global culture of inclusion and diversity in engineering.

Scope

This policy applies to all members of the Robogals community, including any employees, volunteers and Board representatives. The Principles of Volunteering should also be read and understood by all Robogals people. Refer to *Appendix 1*.

The Robogals Way will be formally reviewed alongside any refresh of the Robogals strategy. The People & Culture Sub Committee will be responsible for drafting updates and tabling for endorsement with the Robogals Board.

The Robogals Way: Code of Conduct

Our Work: All Robogals activities strive to achieve our mission and vision. Robogals people are expected to undertake their activities with respect for the health and wellbeing of everyone connected with the Robogals community.

Our Values: All Robogals people are expected to act in accordance with our values, to support our mission and vision and to guide our everyday activities.

- **Integrity** - Ethical conduct is demonstrated and expected. We are committed to fulfilling our mission with integrity and are proud of the contribution we can make to society.
- **Community** - Robogals is a family. Whether you are a volunteer, partner, Board member, CEO or supporter, we work together to make our vision a reality.
- **Passion** - We are dedicated to diversity and inclusion in engineering. We are determined to make a difference.
- **Innovation** - We encourage everyone to be creative and bring new ideas to the table. We value individualism and encourage diversity of thought to shine.

Our Policies and Behaviours: We strive to be positive role models and champions of the Robogals Way, leading by example in our interactions with each other, schools, students, teachers, partners and supporters. Our volunteer leaders and coordinators have a special responsibility to foster a culture in which ethical conduct is valued, recognised, demonstrated and expected.

Non-compliance with Robogals policies, or behaviours that are determined as misconduct or inappropriate conduct, will be dealt with seriously and may result in ending volunteer or partnership arrangements. Any breach of policy, or behaviours inconsistent with our expectations, should be lodged via the [Robogals Communication and Support Form](#).

- **Compliance with laws and regulations** – Robogals will comply with all relevant laws, regulations and codes relevant to our activities.
- **Working with vulnerable people** – We seek to minimise any potential risk of harm to students, participants, children, and anyone connected to the Robogals network. We adhere to statutory laws in Australia and foreign countries regarding child exploitation, child pornography and the abuse of children. Please read our Safeguarding Vulnerable People Policy - **see below for policy location**.
- **Volunteer performance** – Robogals people adhere to the highest standards of integrity and quality at all times. We diligently and faithfully perform the duties and responsibilities of the role assigned to us, in the best interests of Robogals.
- **Environmental sustainability** – We will comply with all government environmental policies relevant to our operations to minimise any adverse environmental impacts associated with our activities and create positive environmental value wherever possible.
- **Policy review** – All Robogals policies will be reviewed every 2 years by the relevant Board Sub Committee. Suggestions and updates are welcome from all volunteers across Robogals by contacting your Regional Executive Officer (REO) and CEO.

Respect for Others:

- **Equal opportunity** – We are committed to ensuring all Robogals people can operate in an environment of mutual respect and fairness.
- **Diversity and inclusion** – We value differences and seek to enable everyone to participate in our work. We endorse diversity, advocate for and support equal rights, and do not support or condone discrimination.
- **Relationships with others** – We strive for a productive and harmonious environment where all individuals are treated with respect. We do not tolerate any inappropriate behaviour including bullying, harassment and sexual harassment.

Confidentiality:

- **Privacy** – We are committed to protecting the privacy of all Robogals information.
- **Confidentiality** – We respect the confidentiality of Robogals records and will not disclose or use confidential information unless required to do so in performing the duties of an assigned role with Robogals, or as required by law.
- **Conflict of interest** – We will report any conflicts of interest that arise.
- **Corporate records** - We follow record management practices associated with the creation, retention and discarding of corporate records.

Brand:

- **Brand champions** – We respect the Robogals brand and strive to be positive champions promoting Robogals.

- **Social media** - We leverage social media platforms as a means to fulfil the Robogals mission. We exercise good judgment in our use of social media.

Staying Safe:

- **Health, safety and work environment** – We are committed to providing a healthy and safe working environment for all individuals and comply with the laws and safety regulations relevant to our activities. Please read our **Health and Safety Policy** and **Post COVID - Return to face to face activity policy - see below for policy location**. Please use the [Robogals Communication and Support Form](#) to lodge any issues or concerns.
- **Transport and travel** – We adhere to all safety regulations whilst travelling. Personal safety is paramount.
- **Security risks and emergencies** – We ensure that Robogals has access to our current contact details and emergency contact details.
- **Drugs and alcohol** - No Robogals people should be under the influence of drugs or alcohol while volunteering with children or students. Alcohol should always be consumed responsibly while representing Robogals.

Concerns and Wrongdoing

We provide a safe and confidential environment for volunteers to report any issues, concerns or wrongdoing, without fear of victimisation or discriminatory treatment. Issues can be lodged in the [Robogals Communication and Support Form](#).

Misconduct

Misconduct is a breach of the Robogals Way. Misconduct includes, but is not limited to: refusal to carry out lawful instruction in line with the volunteer agreement; misbehaviour; or negligence in the performance of duty as a Robogals Volunteer. All allegations of misconduct will be investigated. Any reports of misconduct should be lodged via the [Robogals Communication and Support Form](#).

Roles and Responsibilities

- **Board Members:** Will take all reasonable steps to ensure the Robogals Way is central to decision making, strategy development and review, organisational operations and culture, and people practices, policies and procedures.
- **Chief Executive Officer (CEO):** Is responsible for the implementation and monitoring of this policy, through regular consultation with the Board, the People & Culture Sub Committee and Robogals members, ensuring the policy operates effectively.
- **People & Culture Sub Committee:** In an advisory capacity, will ensure that this policy is current, effective and reviewed on a regular basis.
- **Regional Executive Officers / Chapter Presidents / Leadership Teams:** Will be accountable for creating an environment that promotes the Robogals Way, and proactively address issues inconsistent with the Robogals Way.
- **All Robogals members and volunteers:** Are expected to adhere to all the requirements of this policy.
- **Students / teachers / partners / affiliates / any associates of Robogals** - Will be supported via our volunteers, CEO and Board members to adhere to this policy at all times at events, workshops and meet ups, etc.

Robogals will take all reasonably practicable steps to:

- Provide and maintain an environment in line with the Robogals Way.
- Adhere to all Robogals policies and procedures.
- Not knowingly require any person to participate in an activity that is in contradiction to the Robogals Way.
- Ensure all Robogals people have the necessary information, training and supervision to live the Robogals Way.
- Report, record and investigate any incidents or issues.

Supporting Policies and Documentation

All policies and documentation listed below which are located on robogals.org should be read and understood before signing the volunteer agreement:

- [Safeguarding Vulnerable People Policy](#)
- [Health and Safety Policy](#)
- [Robogals Return to Face to Face Activity Policy](#)
- [Robogals Communication and Support Form.](#)

Continuous Improvement

Robogals is committed to continually improving work health and safety performance to ensure the ongoing health and safety of the Robogals community. This is done through regular reviews of the policy by the relevant sub committees and as issues or ideas for continuous improvement arise.

Statement of Commitment

I have read and understood the Robogals Way, and the supporting Robogals Policies.

I am committed to undertaking my activities as a Robogals volunteer in accordance with the principles of the Robogals Way.

I understand that a breach of the Robogals Way, or any Robogals policies, may result in the cessation of my volunteer duties.

I understand that any conduct breaching the Robogals Way, or any Robogals policies and behaviours outlined above, should be lodged via the [Robogals Communication and Support Form.](#)

VOLUNTEER:

Name:

Signature:

Date:

ROBOGALS REPRESENTATIVE:

Name:

Signature:

Date:

Appendix 1

Principles of Volunteering

The following Principles of Volunteering adopted from Volunteer Australia. They are the result of a national consultation undertaken in 1996 with a wide range of stakeholders including volunteers, personnel of not-for-profit organisations, policy makers and unions.

- **Principle 1.** Volunteering benefits the community and the volunteer.
- **Principle 2.** Volunteer work is unpaid.
- **Principle 3.** Volunteering is always a matter of choice.
- **Principle 4.** Volunteering is not compulsorily undertaken to receive pensions or government allowances.
- **Principle 5.** Volunteering is an activity performed in the not-for-profit sector only.
- **Principle 6.** Volunteering is not a substitute for paid work.
- **Principle 7.** Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- **Principle 8.** Volunteering is a vehicle for individuals or groups to address human, environmental and social needs
- **Principle 9.** Volunteering is a legitimate way in which citizens can participate in the activities of their community.
- **Principle 10.** Volunteering respects the rights, dignity and culture of others.
- **Principle 11.** Volunteering promotes human rights and equality.