

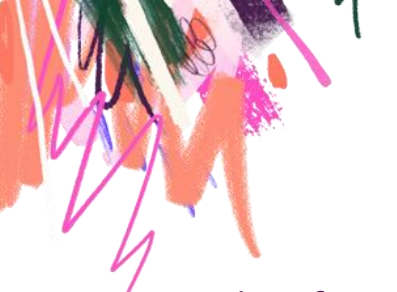


Pink Test Volunteer Policy

Ensuring a safe, inclusive and rewarding volunteer experience.

Summary:

The McGrath Foundation values the significant contribution volunteers make towards the success of the Pink Test and is committed to providing a safe, inclusive and rewarding volunteer experience.

A decorative graphic in the top left corner consisting of various colored ribbons (pink, orange, green, blue) tied together.

Policy Information

1. Purpose

The purpose of this policy is to provide a consistent framework for the recruitment, engagement, management and support of volunteers.

The McGrath Foundation values the significant contribution volunteers make towards the success of the Pink Test and is committed to providing a safe, inclusive and rewarding volunteer experience.

2. Scope

This policy applies to all volunteers engaged by the McGrath Foundation across Pink Test and Jane McGrath High Tea events and activities.

3. Guiding Principles

The McGrath Foundation is committed to:

- Providing a safe, respectful and inclusive environment
- Treating volunteers fairly and equitably
- Providing appropriate training, support and supervision
- Recognising volunteer contributions
- Complying with relevant legislation and regulations

4. Definition of a Volunteer

A volunteer is a person who freely gives their time, skills and experience without expectation of financial payment to support the organisation's purpose.

Volunteers are not employees and this policy does not create an employment relationship.

5. Volunteer Responsibilities and Code of Conduct

Volunteers are expected to represent the Foundation professionally and contribute to a safe, positive and respectful event environment. Volunteers must:

- Act honestly, respectfully and in line with the McGrath Foundation values
- Be neatly presented, friendly, approachable and pleasant to all
- Attend required briefings and follow reasonable instructions from McGrath Foundation team members and authorised event personnel
- Stay within allocated areas and not enter restricted areas, including corporate boxes, changing rooms and VIP areas
- Wear the provided McGrath Foundation Volunteer t-shirt and clearly visible volunteer identification during each shift
- Make volunteer identification available for sighting by venue security and staff, McGrath Foundation team, authorised event staff and members of the public if requested
- Perform duties safely and take reasonable care of themselves and others
- Report incidents, hazards, concerns or inappropriate behaviour to a McGrath Foundation team member
- Respect confidentiality and use organisational property appropriately
- Notify the Foundation as soon as possible if unable to attend a shift

- Not consume alcohol, smoke or vape during a shift, or while wearing a Volunteer t-shirt and representing the Foundation
- Return all provided items, including the Volunteer t-shirt, volunteer identification and lanyard, to a McGrath Foundation team member at the end of the shift
- Ask a McGrath Foundation team member for support if unsure of anything

Where volunteers are collecting money, they must handle funds with care, place donations in their allocated collection bucket and return funds safely to the McGrath Foundation team at the end of the shift.

Most importantly, volunteers are encouraged to enjoy the experience and have a great day.

6. McGrath Foundation Responsibilities

The Foundation will:

- Provide appropriate briefings, training, supervision and support
- Clearly communicate volunteer expectations, duties and event requirements
- Maintain a safe environment and provide guidance on relevant safety procedures
- Recognise volunteer contributions
- Provide appropriate insurance where applicable
- Manage concerns, incidents and complaints fairly, respectfully and confidentially

7. Work Health and Safety

The Foundation is committed to providing a safe environment. Volunteers must:

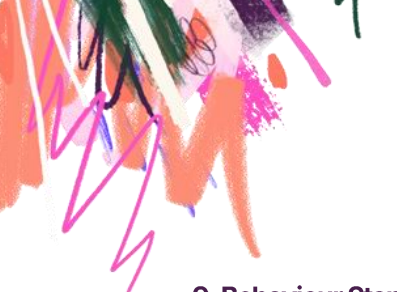
- Follow all safety instructions, briefings and emergency procedures
- Take reasonable care of their own health and safety and the safety of others
- Report hazards, injuries, incidents or near misses to a McGrath Foundation team member immediately
- Raise any concerns about their ability to safely complete an allocated task
- Participate in emergency procedures when required

8. Privacy, Confidentiality, Media and Social Media

Volunteers may have access to confidential or personal information. Volunteers must:

- Protect personal information and maintain confidentiality
- Not disclose confidential information without approval
- Not speak to media on behalf of the Foundation unless authorised
- Not share confidential information online or through social media
- Not publish photographs or videos where consent has not been obtained
- Not use McGrath Foundation branding without approval
- Return organisational property or information when requested

Volunteers may be photographed or filmed during a volunteer shift. By participating, volunteers agree that the McGrath Foundation may use photos and videos from the event, including on social media, the website, newsletters, reports and marketing materials. Volunteers who do not wish to have their image used should inform a McGrath Foundation team member before or during the event. For more information, refer to the McGrath Foundation [Privacy Policy and Terms & Conditions](#).

Abstract colorful brushstrokes in shades of orange, pink, purple, and green, located in the top left corner of the page.

9. Behaviour Standards

Volunteers must treat everyone with dignity and respect. Bullying, discrimination, harassment, unsafe behaviour, aggressive conduct or failure to follow lawful directions will not be tolerated.

If a volunteer experiences rude, inappropriate or concerning behaviour, they should report it to a McGrath Foundation team member who will support and manage the situation.

10. Complaints and Grievances

Volunteers are encouraged to raise concerns with a McGrath Foundation team member as soon as practical. All complaints will be managed fairly, respectfully and confidentially. Where appropriate, the Foundation may review the matter and take reasonable action to resolve the concern.

11. Ending a Volunteer Relationship

Either the volunteer or the Foundation may end the volunteer arrangement at any time. The Foundation may discontinue a volunteer arrangement where there is:

- Serious misconduct
- Unsafe behaviour
- A breach of this policy or other volunteer requirements
- Failure to meet role expectations
- Operational requirements or changes to event needs

12. Acknowledgement

By signing below, the volunteer confirms they have read, understood and agree to follow this policy, represent the McGrath Foundation in line with its values, and support the Foundation's work to raise funds for McGrath Cancer Care Nurses around Australia.

Signed: _____

Date: _____