



WAIRARAPA GARDEN TOUR

VOLUNTEER CODE OF CONDUCT

The purpose of this code of conduct is to set out Pūkaha's expectations of volunteers on the garden tour. We expect you to act honestly, conscientiously, reasonably and in good faith at all times when carrying out your volunteering duties.

We ask you to be mindful that you're representing Pūkaha when you interact with the public on the garden tour.

At all times, we expect volunteers to:

- be present at the agreed times and tell us if you are not able to volunteer with adequate notice of at least 24 hours.
- carry out duties and responsibilities in a safe, efficient and competent way. Always ask if you are not sure of anything.
- behave in a manner that supports the positive image and reputation of Pūkaha Mt Bruce including being free of impairment by drugs or alcohol.
- maintain a good standard of dress and wear the Pūkaha volunteer clothing provided.
- comply with lawful and/or reasonable direction, instructions and policies.
- respect the privacy of individuals and maintain the confidentiality of any information obtained while volunteering.
- be responsive to the welfare of tourgoers as they visit the gardens – e.g. help someone if they need assistance and point out potential hazards as they enter a garden.
- be responsible for your own health and safety, including:
 - keeping yourself and others safe at all times
 - notifying the garden owner if you see any hazards or potential hazards in the gardens
 - notifying the garden owner, event manager or general manager of Pūkaha about any accident, incident or property damage.
 - complying with New Zealand laws.