

# EFA Volunteer Guidelines

Version 1.0 – as approved by the EFA Board on 12<sup>th</sup> August 2015

## 1. Applicability

These Guidelines apply to all Volunteers who contribute to EFA's work, through membership of organised groups such as Standing Committees (Functional Teams), through formal or informal internship arrangements, through project-related working groups or on an ad hoc basis. They apply equally to serving Board Members<sup>1</sup>, to ordinary EFA Members (including Life Members), and to non-members<sup>2</sup>. EFA employees are subject to equivalent responsibilities as defined in their employment agreements.

Additional function-specific policies also apply to certain Volunteers as follows:

- Social Media Policy – applicable to any person with management access to EFA's social media accounts
- Member Management Policy – applicable to any person with access to EFA's Member database
- Systems Management Policy – applicable to any person with admin access to any of EFA's Systems

## 2. Responsibilities

### 2.1 Commitment to EFA's Objects & Purposes

Volunteers are expected to demonstrate a commitment to EFA's *Objects & Purposes* (from EFA's [Rules of Incorporation](#)):

- To protect and promote the civil liberties of users of computer-based communications systems and of those affected by their use.*
- To advocate the amendment of laws and regulations in Australia and elsewhere which restrict free speech and unfettered access to information.*
- To educate the community at large about the social, political, and civil liberties issues involved in the use of computer based communications systems.*
- To support, encourage and advise on the development and use of computer based communication systems, and related innovations.*
- To research and advise on the application of the law (both current and proposed) to computer based communication systems and related technologies.*

### 2.2 Workload

Volunteers should ensure they are clear about the workload involved and the expected completion timeframe before agreeing to take on any task. They should also be realistic about the amount of time they are able to commit. If their circumstances change, they should tell their colleagues as soon as possible.

### 2.3 Respect and Inclusion

Volunteers should expect to be treated with respect in an inclusive environment, and are therefore expected to show respect to and to be inclusive of all other individuals with whom they interact.

#### 2.3.1 Intimidation, Harassment, Abuse

Intimidation, harassment, or abusive behaviour will not be tolerated. Any Volunteer who engages in such behaviour will be considered to be in breach of these Guidelines. Volunteers who witness such behaviour on the part of colleagues and do not report it may also be considered to be in breach.

#### 2.3.2 Fair Treatment

Volunteers should expect fair treatment and should treat others fairly. Discrimination against any person on grounds including, but not limited to: age, physical ability, gender, sexual orientation, religion, race, national origin or political beliefs, will be considered a breach of this Charter. Volunteers who witness any discrimination by colleagues and do not report it may also be considered to be in breach.

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<sup>1</sup> Board Members are also required to abide by a separate [Code of Conduct \[PDF\]](#).

<sup>2</sup> EFA normally requires that volunteers be members of the Association. In certain circumstances, such as where an individual is a member of an aligned organisation, this requirement may be waived.



## **2.4 Privacy**

Volunteers are expected to respect the privacy of others and must not release the contact details or any other private information of any other individual without the prior express permission of that individual.

## **2.5 Confidentiality**

EFA strives to achieve high levels of transparency, and, as an advocacy organisation, much of the work EFA Volunteers will be involved with will be intended for public release. There will however be circumstances in which disclosure of certain information may harm the interests of the organisation, such as the pre-emptive disclosure of the details of a new campaign prior to its formal launch.

Where there is an explicit expectation of confidentiality, this should be made clear to Volunteers by the group leader(s), however Volunteers are expected to exercise reasonable care and judgement in relation to maintaining confidentiality. If in doubt, Volunteers should consult with the Chair or other person in a leadership role of the group with which they are involved, or with the Executive Officer.

## **2.6 Intellectual Property rights**

EFA is committed to the sharing of information and supports permissive copyright licensing and open source software licensing. By default, EFA publishes copyrightable material under a Creative Commons Attribution (CC-BY) licence<sup>3</sup>, which allows reuse and modification of material provided attribution is given. In certain circumstances, at the discretion of the EFA Board, a less permissive copyright licence may be utilised, and other forms of Intellectual Property, such as trademarks or patents, may also be protected, at the discretion of the EFA Board.

Volunteers therefore agree to not knowingly use materials obtained elsewhere which may be subject to copyright without providing attribution. Volunteers also agree that all Intellectual Property rights of any work developed during their volunteer work with EFA will be assigned to EFA.

## **2.7 Dealing with the Media**

Except where explicitly authorised in writing by the EFA Board, Volunteers must not present themselves to the media as an official representative of EFA. All media enquiries should be directed to the Authorised Media Contact listed on the [EFA Media page](#) or to the Executive Officer (if they are not the same).

If a Volunteer is misquoted in the media as being an official representative of EFA, they must immediately take all reasonable efforts to correct this, and must inform the Authorised Media Contact and/or Executive Officer as soon as possible.

## **3. Breaches**

### **3.1 Reporting of Breaches**

Volunteers who become aware of a breach of this Charter should report it, in the first instance, to the Chair or other person in a leadership role of the group with which they are involved. If the alleged breach concerns the Chair or other person in a leadership role of the group with which they are involved, they should report it to the EFA Secretary. If the alleged breach concerns the EFA Secretary, they should report it to the EFA Chair.

### **3.2 Action relating to Breaches**

The EFA Board may take reasonable action where there is a breach of this charter. Such reasonable action is action appropriate to the nature of the breach, and may include reminders, warnings and removal from certain groups.

In the most egregious cases, breaches of this Charter may lead to expulsion from the Association, subject to the process defined in the Rules of Incorporation, and where a law may also have been breached, may result in the incident being reported to the appropriate authorities.

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<sup>3</sup> See: <https://creativecommons.org/licenses/by/4.0/>