

FRASER COAST WILDLIFE SANCTUARY INC

# VOLUNTEER PACK

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## APPLICATION FORMS

BY ORDER OF THE COMMITTEE

1/1/2019



THIS DOCUMENT IS TO BE COMPLETED AND HANDED TO MANAGEMENT BY ALL THOSE WHOM WISH TO  
VOLUNTEER AT FRASER COAST WILDLIFE SANCTUARY INC

Personal Details					
<b>Title:</b> <i>Circle one or specify other</i>	Mr. Mrs. Ms. Or other	<b>Family Name:</b>		<b>Suffix:</b> <i>(e.g.MD)</i>	
<b>First Name:</b>		<b>Middle Name(s):</b>		<b>Preferred Name:</b>	
<b>Street Address:</b>		<b>Suburb/Town:</b>		<b>State:</b>	
				<b>Postcode:</b>	
<b>Date Of Birth:</b>		<b>Email Address:</b>			
<b>Telephone:</b>		<b>Home:</b>		<b>Mobile:</b>	
				<b>Work:</b>	
<b>Do you have a current Driver's Licence?</b> <b>Yes</b> <b>No</b>					
<b>Car:</b> <b>Manual</b> <b>Automatic</b>		<b>Heavy Vehicle:</b>		<b>International Driving Permit:</b>	

Volunteer Position
<i>Please provide details of volunteer role(s) that you are interested in (in order of preference if there is more than one)</i>

Availability of Volunteer							
<b>No. Hours/Week:</b>			<b>Available Start Date:</b>				
<b>Preferred Days</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>

Skills and Qualifications <i>(please attach current resume if available)</i>	
<b>Formal Qualifications:</b> <i>(e.g. Diploma, Degree, Trade Certificate etc.)</i>	
<b>Other Training/Certification:</b> <i>(Eg First Aid Certificate, Blue Card etc)</i>	
<b>Computer Skills:</b> <i>(eg Word, Excel, PowerPoint etc)</i>	

Languages (Other Than English) <i>(Please indicate whether basic (B), medium (M) or fluent (F) for both spoken and written)</i>	
<i>Specify:</i>	<b>Spoken:</b> B    M    F <b>Written:</b> B    M    F

Referees		
<i>Please provide the contact details of two people who are not family members and who are willing to act as referees for your chosen voluntary work position. See attached "Volunteer application Supplementary Information" for a list of accepted referee types.</i>		
<b>Referee 1 Name:</b>	<b>Relationship:</b>	<b>How long have you known this referee?</b>
<b>Phone:</b>	<b>Mobile:</b>	<b>Email:</b>
<b>Referee 2 Name</b>	<b>Relationship:</b>	<b>How long have you known this referee?</b>
<b>Phone:</b>	<b>Mobile:</b>	<b>Email:</b>

Parental Consent		
<i>This section of the application form must be completed by all applicants 18 years of age and under.</i>		
Parent/Guardian's Name:	Relationship to Applicant:	
Email:	Mobile:	Phone:
<i>I give permission for the applicant to work as a volunteer for Fraser Coast Wildlife Sanctuary Inc.</i>		
Parent/guardian signature:		Date:

### Medical Information

Fraser Coast Wildlife Sanctuary Inc has a duty of care to protect your health and/or safety while you are a volunteer. Your answers to the following questions will help meet our mutual needs.

**Do you have an existing medical condition/ disability/ injury?** *(Please provide details)*

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**Physical Limitations** *(eg weight bearing)*

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**Current Medications** *(Please list all)*

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**Allergies** *(Please list all)*

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**Doctor contact details**

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<b>Emergency Contact Details</b> <i>(please provide 2)</i>		
<b>1<sup>st</sup> Emergency Contact Name:</b>	<b>Relationship to Applicant:</b>	
<b>Email:</b>	<b>Mobile:</b>	<b>Phone:</b>
<b>2<sup>nd</sup> Emergency Contact Name:</b>	<b>Relationship to Applicant:</b>	
<b>Email:</b>	<b>Mobile:</b>	<b>Phone:</b>

<b>Declaration</b>	
<i>Please read each statement and any accompanying information on the "Volunteer application Supplementary Information". Please initial next each to acknowledge your acceptance of each point (below)</i>	
<b>I am applying for volunteer work with Fraser Coast Wildlife Sanctuary Inc.</b>	
<b>I agree to uphold and work within all relevant rules and regulations whilst carrying out my volunteer duties and when representing Fraser Coast Wildlife Sanctuary Inc.</b>	
<b>I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.</b>	
<b>I have read and understood the Fraser Coast Wildlife Sanctuary Inc. Code of Conduct Summary and agree to abide by the behaviors as set out therein.</b>	
<b>I declare that the information contained in this application is true and correct.</b>	
<b>I understand that I may be required to participate in an interview and selection process, undertake a reference and background check.</b>	
<b>I understand that I will be required to undertake induction and/or service/program training prior to my commencement.</b>	
<b>Signature:</b>	
<b>Date:</b>	

<b>Privacy Statement</b>
<i>Your privacy is our priority. Fraser Coast Wildlife Sanctuary Inc. abides by the National Privacy Principles in all its dealings with members, volunteers and the public. The personal information you have provided will help us process you as a valued volunteer with our organisation and will be treated as confidential. We may also use your information in aggregate form for research purposes - in such cases individual names will not be identified. Your opinions are valuable in order to ensure we continue to attract volunteers and understand their needs. From time to time you may be invited to participate in research projects to assist Fraser Coast Wildlife Sanctuary Inc. in keeping volunteering alive. Participation in these projects is optional and your personal details will not be given to any external organisation without your permission.</i>

## Q Fever

Q Fever is an illness caused by bacteria called *Coxiella burnetii*. The main carriers of the disease are farm animals such as cattle, sheep and goats. In rural areas, kangaroos can also be carriers. A wide range of other animals can be infected including camels, llamas, alpacas, rodents, cats, dogs, birds, wallabies and other marsupials. The bacteria can survive harsh conditions and remain in the environment for long periods of time, so hay, dust and other small particles may also carry the bacteria.

### Signs and Symptoms:

Many infected people have no or few symptoms. Those who become ill typically get high fever, chills, headache, extreme fatigue, muscle and joint pain and severe sweats. Some people have substantial weight loss. Symptoms usually persist for between two and six weeks.

### Treatment:

If given early, antibiotics can reduce the time for which people have Q Fever. Some people require admission to hospital. Chronic disease may require more than a year of antibiotics.

### Transmission:

Humans usually become infected through breathing in small particles with bacteria from animal body fluids such as blood, urine, faeces and birthing fluids. Handling birthing products and slaughtering animals are particularly high risk activities.

### Prevention:

People who work with animals or materials that may carry the Q Fever bacteria should use appropriate protective equipment and be aware of measures required to stop the spread of the bacteria including:

- washing hands and arms thoroughly in soapy water after handling animals or carcasses washing animal urine, faeces, blood and other body fluids from the work site and equipment, and disinfecting equipment and surfaces where practicable minimising dust and rodents in slaughter and animal housing areas
- keeping yard facilities for sheep and cattle well away from domestic living areas
- removing protective and/or other clothing that may carry the bacteria before returning to the home environment properly
- disposing of animal tissues including birthing products through incineration or burial under a half to one metre of soil.
- Unpasteurised milk should not be consumed.
- An Australian Q Fever vaccine is available and recommended for people who work regularly with or are at risk of exposure from potentially infectious animals or materials. This includes abattoir workers, farmers, shearers, veterinary professionals, agricultural college staff and students, kangaroo shooters, tanners, tradesmen who visit abattoirs, laundry staff who clean

clothing from abattoirs, and many others.

Workplaces where transmission of Q Fever is a recognized risk should have a vaccination program. Ideally, people commencing work in a high risk environment should obtain vaccination at least 15 days before starting work. Before vaccination, people must have skin and blood tests to check if they have previously been infected with Q Fever. This requires two visits to an accredited Q Fever provider, one week apart. If either of these tests are positive, you do not need to be immunised, as you already have immunity against the disease. Q Fever vaccine should only be administered by specially trained immunisation service providers listed on the Australian Q Fever Register. With a person's consent, this register records each Q Fever vaccination given.

Q Fever vaccine should not be given to:

- people who have previously had Q Fever
- people who are shown to be immune to the disease on their skin or blood tests
- people who have previously been immunised against Q Fever
- people with known hypersensitivity to egg proteins
- pregnant women
- anyone under 15 years.
- Like all medications, vaccines may have side effects. Most side effects are minor, last a short time and do not lead to any long-term problems. Common side effects of the Q Fever vaccine may include redness and soreness where the injection is given. Other possible side effects are mild influenza-like symptoms such as headache, fever, chills and minor sweating. More serious side effects are rare and can include a severe local reaction at the injection site which can develop into an abscess. Severe reactions are mostly seen in people who have been previously infected or previously vaccinated with Q Fever. Pre-screening is designed to prevent this situation. Contact your immunisation provider or seek medical advice immediately if you have a reaction following vaccination which you consider serious or unexpected.

### Health outcome:

Most people make a full recovery from Q Fever. However, in about 10 to 20% of people, chronic fatigue (post Q Fever fatigue syndrome) is still present after 12 months, affecting an individual's ability to work at full capacity. Occasionally, people develop chronic Q Fever disease which usually affects the heart (endocarditis). Individuals with heart conditions are particularly at risk of heart complications from Q Fever.

## Other resources:

[Australian Q Fever Register](https://www.qfever.org/) (https://www.qfever.org/) - general information about the disease, vaccination service providers and a register of Q Fever immune status of individuals

Queensland Health Q Fever guidelines (https://www.health.qld.gov.au/cdcg/index/qfever) for public health units  
13 HEALTH (call 13 43 25 84)  
Immunise Australia (call 1800 671 811)

## Related Content

[Having a vaccination what to expect fact sheet](http://conditions.health.qld.gov.au/HealthCondition/condition/14/119/70/Having-a-vaccination-what-toexpect)  
(http://conditions.health.qld.gov.au/HealthCondition/condition/14/119/70/Having-a-vaccination-what-toexpect)

## Help and assistance:

If you work with potentially infectious animals or materials, check with your employer to see if they have a Q Fever vaccination program. People requiring Q Fever immunisation will need to purchase the vaccine unless it is provided by their employer. To find out where you can be immunised against Q Fever, check providers listed on the [Australian Q Fever register](http://www.qfever.org/) (http://www.qfever.org/). For further assistance, please contact your doctor or nearest [public health unit](https://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units) (https://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units).

## References

Heymann, D., ed. 2008. Control of Communicable Diseases Manual, 19th edition. Washington, DC: American Public Health Association.  
Australian Government, 2013. The Australian Immunisation Handbook, 10th Ed.

## Health Insite:

[Q fever](https://www.healthdirect.gov.au/q-fever) (https://www.healthdirect.gov.au/q-fever)

### FRASER COAST WILDLIFE SANCTUARY WORKPLACE HEALTH AND SAFETY

I (insert name) .....

Have read and understand the information attached to the Volunteer Pack with regards Q Fever. I am aware there is Personal Protection equipment available for my use at any time I may require such.

#### Please tick next to your preference below:

- I have already been immunised against Q Fever and or am already immune.
- I understand I can be immunised against Q Fever and will undertake to do so at my own expense. (Please provide proof of immunisation to the Sanctuary)
- I understand the risks associated with Q Fever but will not be seeking immunisation. The Fraser Coast Wildlife Sanctuary will not in any way, shape or form be held responsible for any future illness I may suffer.

Signed .....

Date .....

# CODE OF CONDUCT

As a Fraser Coast Wildlife Sanctuary Inc. employee you are employed to provide services for the local and international community. This places you in a position of trust, requiring standards of ethical behaviour that reflect community expectations.

The Fraser Coast Wildlife Sanctuary Inc.'s expectations of ethical behaviour have three underpinning principles:

- Integrity
- Respect
- Accountability

This Code of Conduct outlines the meaning of these principles and provides you with examples of relevant work situations. These examples provide a starting point only and do not limit the scope of application of the Code of Conduct.

The Code of Conduct applies to all Fraser Coast Wildlife Sanctuary Inc. staff regardless of:

- The type of employment (e.g. director, manager, staff member or contracted volunteer)
- How you are employed (e.g. ongoing, temporary, fixed-term or traineeship)

Within this Code of Conduct the reference to 'staff' or 'employees' includes contracted volunteers. Where a clause does not apply to contracted volunteers, this will be stipulated.

## Underpinning principles

The underpinning principles are defined as follows.

### Integrity

- Behave in ways consistent with the values of the organisation.
- Act honestly when performing your duties.
- Ensure you declare and appropriately manage interests that may conflict with the way you carry out your duties.
- Do not accept gifts, benefits or favours that may influence or be reasonably seen to influence your decision making.
- Prevent nepotism and patronage.
- Conduct yourself in public in a manner that will not reflect adversely on Fraser Coast Wildlife Sanctuary Inc. or other employees.

### Respect

- Treat members of the community, other employees and our associates and clients with respect and courtesy, having regard for the dignity of the people with whom you interact.
- Promote equity and value and utilise diversity in the work environment and in the community.
- Prevent unlawful discrimination against employees or persons seeking employment or using our services.
- Take reasonable care to ensure your own health and safety at work and avoid adversely affecting the health and safety of others.
- Do not engage in bullying or other forms of discrimination or harassment, including sexual harassment in or outside the workplace.

### Accountability

- Manage people and utilise the resources, information and authority at your disposal in an efficient, responsible and justifiable manner (treat others as you would like to be treated).
- Act with honesty, integrity and transparency in all dealings with your work colleagues, external contacts and the community.
- Deal with all information gained through your work as confidential and abide by any organisational directions and guidelines having regard for confidentiality.
- Observe all legislative requirements, policies, procedures, and lawful and reasonable instructions from people with authority to give such instructions (including requirements under this Code of Conduct).
- Ensure accountability throughout Fraser Coast Wildlife Sanctuary Inc. by reporting inappropriate conduct to the appropriate person where that conduct might reasonably be considered to be a breach of organisational policies, procedures or this Code of Conduct and/or an illegal activity.

### Consequences

Breaching the Code of Conduct may result in disciplinary action ranging from a warning through to termination of employment.

### Integrity in practice

Integrity is about the intent or meaning behind your actions. As a Fraser Coast Wildlife Sanctuary Inc. employee you are required to behave with integrity.

### Service to the community

The service and advice you provide must be free from political influence, based on comprehensive research or professional opinion and allow for objective decision making based on honest and impartial presentation of available options.

### Behaving honestly

As a Fraser Coast Wildlife Sanctuary Inc. employee you are required to act honestly while performing your duties at all times.

**Conflict of interest**

A conflict of interest is where your financial or other interests or those of an associate are, or may reasonably be seen to be, in opposition to your duties as a Fraser Coast Wildlife Sanctuary Inc. employee. An associate is taken to be a spouse, parent, child, more distant relative or business associate. A conflict of interest may come in many forms and must be managed at the earliest possible opportunity. For example, becoming involved in decision making where you, a family member or a friend has a financial or personal interest in the outcome, such as making a decision about the recipient of business from Fraser Coast Wildlife Sanctuary Inc., is a conflict of interest. In this and other cases, you must disclose a conflict of interest or possible potential conflict of interest immediately and in writing to the committee and take whatever actions they decide is necessary to avoid a conflict of interest. If you are unsure whether a situation is a potential conflict of interest, seek advice from management.

**Accepting gifts, benefits or favours**

You should not accept gifts, benefits or favours where these may influence, or may reasonably be seen to influence, your decision making. For example, accepting gifts from a contractor would normally be perceived as inappropriate regardless of the cost of the gift. This may include for example, meals, a place in a corporate box at a sporting event or acceptance of a bottle of spirits.

**Preventing nepotism and patronage**

It is unacceptable to favour your relatives (nepotism) or people you know (patronage) in your decision making and provision of service. For example, if your relatives or friends are the subject in a work matter for which you are a responsible decision maker (such as job selection or a tender process) you must ensure that you are not improperly involved.

**Ensuring merit and equity**

You must ensure that merit principles are applied in any selection process in order to select the most suitable applicants with abilities, aptitudes, skills, qualifications, knowledge, experience (including community experience) and personal qualities relevant to the position. If you are unsure how to apply merit principles, please contact management for guidance.

**Conduct in public**

As a Fraser Coast Wildlife Sanctuary Inc. employee you must consider the impact of your actions in public whether on duty or not. For example, you should still behave to the same standard if you are at a work social function after work hours.

**Respect in practice**

Respect is about how you treat other people. You are required to show consideration for other people in your advice, decision making and service delivery.

**Respect and courtesy**

Members of the community and your work colleagues are entitled to receive personal respect and courtesy and to maintain their dignity in their interaction with you. Employees can reasonably expect to work in an environment that promotes their ability to work with one another and shows regard to the sensitivities of people within the workplace.

**Equity**

Equity is about being fair and just to all people, but does not necessarily mean treating everyone in the same way. You may need to treat a person differently according to their circumstances and needs, in order to give them an equal chance in comparison with others. The programs and services that you are involved in developing and delivering must be made inclusive and responsive to all groups. For example, a service that can only be accessed through the internet may inadvertently disadvantage people who are unable to access the internet or who are sight impaired.

**Diversity**

An important part of respecting others is valuing their diversity. By valuing the differences that all employees bring to the workplace, we can better meet the needs of the community. For example, a person from a different cultural background or experience may bring insight and knowledge to the work environment that may assist in providing more effective services to the community.

**No discrimination**

Discrimination, directly or indirectly, in your treatment of individuals or groups on the grounds of age, gender, race, disability, sexuality, marital status, pregnancy, or any other ground covered by equal opportunity or other anti-discrimination legislation is unlawful, as is sexual harassment. Discrimination includes treating a candidate in a job selection process less favourably because of a characteristic or circumstance that has no bearing on their capacity to perform the job for which they are competing.

**Health and safety**

You must take reasonable care to protect the health and safety of yourself and of others while at work. You are required to use any equipment provided including a two way handheld radio for health and safety purposes and obey any reasonable instruction the employer gives in relation to health and safety.

**Workplace employment screening**

All staff over the age of 18 years must undergo employment screening under the *Commission for Children and Young People and Child Guardian Act 2005* and hold a current Positive Blue Card for volunteers.



### **Workplace bullying/harassment**

Fraser Coast Wildlife Sanctuary Inc. employees must not bully or otherwise harass other employees or members of the public. Behaviours that characterise bullying may include victimisation and unwelcome, offensive, abusive, belittling or threatening behaviour directed at another person or a group of people. Bullying may lead to the person or group of people subjected to the behaviour feeling victimised, offended, demeaned, humiliated, intimidated, or suffering detriment or disadvantage. Managers and employees must take action to address and prevent bullying and harassment. Behaviour that amounts to bullying or harassment may be an offence under the Occupational Health, Safety and Welfare Act 1986, and, in some circumstances, can also be the subject of criminal and/or disciplinary proceedings.

### **Accountability in practice**

Accountability is about fulfilling your responsibility as a Fraser Coast Wildlife Sanctuary Inc. employee to the community and the organisation.

### **Utilising and managing resources**

Use of all resources must be both sustainable and justifiable and you must not waste or misuse any resource. For example, misuse may include inappropriate use of electricity, water or materials such as paper. Care should be taken with technological resources, including the internet and email system.

### **Managing people**

If you manage staff, it is expected that you effectively manage people to support them in executing their duties to the best of their abilities. This means providing clarification of their role and responsibilities and their accountabilities; ensuring they have the resources to do their jobs effectively; that their workplace is healthy and safe; that they receive regular feedback about their performance and the opportunity to grow and develop their skills, knowledge and abilities.

### **Decision making**

Effective decision making takes into account the needs of people both now and into the future, integrating social, environmental and economic factors. Your decisions as a Fraser Coast Wildlife Sanctuary Inc. staff member affect other staff, clients and the community and, therefore, must be fair and consistent. This means that all your decisions are honest, based on the relevant information, justifiable and understandable both by those who are affected by the decisions and those who may need to review the decision.

### **Confidentiality, use of information and public comment**

Be scrupulous in using information gained through your work, that is, for the purpose for which it was gathered. You should comply with any applicable directions and guidelines on the use of information. The privacy of individuals must be maintained and personal information must only be released in accordance with privacy requirements, the Privacy Act 1998.

### **Observe all legislative requirements and lawful and reasonable instructions**

You must observe all legislative requirements and lawful and reasonable instructions from people with authority to give such instructions (including requirements under this Code of Conduct). This includes regulations, procedures, guidelines and policies directly relevant to your work and the organisation.

### **Performance**

The community expects Fraser Coast Wildlife Sanctuary Inc. to provide responsive, effective and efficient services. Performance management plays a key role in helping you to achieve these expectations and the requirements of this Code of Conduct. Performance management supports fair and equitable management of staff and aims to build a competent and high performing organisation that is continuously improving its performance in delivering services.

### **Reporting of misconduct, corruption or illegal activity**

The community expects Fraser Coast Wildlife Sanctuary Inc. to have a high standard of integrity and be free from misconduct, corruption or other illegal activity. Everyone has a role in ensuring that Fraser Coast Wildlife Sanctuary Inc. employees are held accountable for inappropriate conduct where it results in detriment to the organisation or another person. This includes reporting to the relevant person instances of conduct that may reasonably be considered to be a breach of organisational policies, procedures, guidelines and/or illegal activity. Inappropriate conduct encompasses deliberate acts, a failure to act or a refusal to act, and includes conduct in public or private that reflects adversely on Fraser Coast Wildlife Sanctuary Inc. or other Fraser Coast Wildlife Sanctuary Inc. employees. If you do make a report of misconduct, you must have a reasonable belief that the reported conduct is a breach of organisational policy, procedure and guideline or is illegal, or both. You must not knowingly make a false disclosure. Examples of conduct to be reported may include the deliberate misuse of equipment or mistreatment of wildlife by a staff member, the improper use of resources and equipment for personal benefit, inappropriate disclosure of tender information, or the offer and/or acceptance of a bribe. Prior to making a report you may wish to seek advice. Advice may be obtained from your team leader or administration staff.

### **Ethical decision making model**

The decision making model can assist you to determine an appropriate course of action when faced with an ethical dilemma. The model will help to ensure that your behaviour meets the standards required by Fraser Coast Wildlife Sanctuary Inc. and the Code of Conduct.

**Define the problem**

- What is difficult about the situation?
- What other factors are involved?
- Who else is involved and what are their points of view on the matter?
- Is there a need to work cooperatively?
- What effect does your behaviour or the resulting outcome have on them?

**Identify the underlying issues**

- Do your personal interests conflict, or reasonably appear to conflict, with the decision?
- What are your duties as a Fraser Coast Wildlife Sanctuary Inc. SA employee?
- Does the Code of Conduct require you to behave in a certain way?
- Is there a relevant guideline, determination or policy?
- Are there any other implications?

**Identify and consider the options**

- List all alternative options.
- For each option apply risk management principles to identify the impact on different stakeholders, the implications and the relevant principles of the Code of Conduct.
- For decisions that could have a large impact, or if you are still unsure as to the preferred action, get a second opinion from an independent, trusted person.
- Where necessary, seek advice from your manager.

**Sunlight test—ask yourself the following questions:**

- What would your family or the committee say if your actions were reported on the front page of a newspaper?
- How will this decision be viewed by future generations?
- Would you be happy if this action was performed on you or the situation was reversed and the outcome applied to you?

**Choose your course of action:**

- Your choice of action must have regard for the policies and guidelines of the organisation.
- Your behaviour must reflect the Code of Conduct for Fraser Coast Wildlife Sanctuary Inc. Staff and Contracted Volunteers.
- Your course of action must be defensible.
- Assistance is also available from your manager.

**Staff must not:**

- Smoke or use tobacco products within the sanctuary and its buildings.
- Use, possess or be under the influence of illegal substances at any time while working on sanctuary grounds.
- Condone the use of/or provide any illegal substances to any visitors or staff. Verbally harass or abuse any person, or use profanity while working on sanctuary grounds.
- Utilize your position as a staff member to take advantage of any person
- Use mobile phones or other electronic devices while engaged in work. Mobile phones can only be used during breaks and in emergency situations.

## Acknowledgment of this Code of Conduct

I \_\_\_\_\_  
(Name in full)

Acknowledge that I received the Code of Conduct on \_\_\_\_\_  
(Date)

Signed \_\_\_\_\_  
(Date)

By making this acknowledgement you are confirming the obligation you have to apply this Code of Conduct to the work you do within Fraser Coast Wildlife Sanctuary Inc.

If you have any difficulties or questions regarding this Code of Conduct, you should discuss this with your manager.

Please forward this acknowledgement to management for inclusion on your personnel file.