



HINDU SOCIETY OF VICTORIA (AUST)
WORK PLACE BEHAVIOUR POLICY MANUAL

SECTION:	GENERAL	SECTION NO:	WPB
SUBJECT:	WORK PLACE BEHAVIOUR	SUB-SECTION:	
EFFECTIVE:	01st May 2020	PAGE:	1 of 6
SUPERSEDES:	All PREVIOUS	REVISED:	NEW

OBJECTIVE AND PURPOSE:

The Hindu Society of Victoria (Aust) Inc, (referred as HSV or Society in this policy) is an incorporated body, with a constitution. The Management Committee has the delegated authority and responsible for its management in accordance with constitution and regulations. The Management Committee consists of 17 elected members who provides their voluntary services in managing the affairs of the Society. Management committee is elected by its members every year. All decisions by the society or in the management committee are taken democratically.

The purpose of this policy document is to reframe the HSV organizational model to ensure that HSV employees and volunteers comply with the legislative requirements in relation to occupational health and safety, equal opportunity, human rights and workplace bullying.

APPLICABILITY:

To all the employees, volunteers including the Management Committee members and contract employees of the Hindu Society of Victoria.

Location: 52, Boundary Road, Carrum Downs, Victoria, and any other locations as requested by the Hindu Society of Victoria (HSV) Management.

Total authority and responsibility for any changes or amendments to this policy lies with the Management Committee of the Hindu Society of Victoria.

GENERAL

Hindu Society of Victoria is a Not for Profit organization and its principle activities are;

Manage the Shiva Vishnu Temple with the primary objective of providing a place of worship to all devotees, visitors and others including people of all faith: and

To promote the cultural and tradition of the Hinduism as prescribed in the Vedic Scripts: and

Manage the Cultural Centre, Café and the Premises.



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It is very important that all the employees' and volunteers to understand and be familiar with the principal activities of the Society (HSV) in order to perform their duties.

Employees and Volunteers are expected to co-operate with each other while performing their tasks.

SCOPE OF THIS DOCUMENT

To establish a formalized policy, to clarify roles and responsibilities of person/s providing services at HSV.

To provide clear guidelines to all the employees and volunteers.

To provide an equitable workplace for all the employees and volunteers.

To provide safety and harmony within the workplace and adhere to work safe regulatory requirements.

POLICY AND PROCEDURES

Hindu Society of Victoria is committed to ensuring that employees and volunteers work in an environment where people are treated with mutual respect. It is important for a productive and harmonious workplace that employees are aware of the impact of their behaviours on others.

All employees and volunteers have a legal responsibility to care for their own health and safety and that of others in the workplace, and therefore must treat everyone with respect and courtesy and not engage in acts which constitute inappropriate behaviour. Employees or volunteers found to have either committed or condoned such behaviour in the workplace may be subject to disciplinary action which may include the termination of employment, volunteer service or disciplinary action.

What is inappropriate behaviour?

Bullying:

Workplace bullying is repeated, unreasonable behaviour directed toward an employee/volunteer or group of employees/volunteers that creates a risk to health and safety. The following types of behaviour where directed towards an individual or group and is repeated, or occurring as part of a pattern of behaviour, could be considered to be bullying:

- Demeaning language or verbal abuse.
- Threats, physical or verbal intimidation.
- Outbursts of anger or aggression.
- Excluding or isolating employees.
- Giving employees impossible assignments.
- Deliberately changing work rosters to inconvenience particular employees.
- spreading misinformation/malicious rumours, verbally or through social media such as emails, facebook, youtube, Whatsup etc.

The above list is not exhaustive. Other types of behaviour may also constitute bullying.



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What is **not** bullying?

- Reasonable management actions carried out in a fair way are not bullying. For example:
 - Setting performance goals, standards and deadlines
 - Deciding not to select a worker for promotion
 - Informing a worker about unsatisfactory work performance
 - Informing a worker about inappropriate behaviour
 - Implementing organisational changes
- Conflict between people at work such as differences of opinions
- Poor management practices
- Dissatisfaction or grievances with organisational decisions.

Discrimination:

Discrimination is when a person is treated less favourably to other people because of a particular trait that they possess or their personal attributes. It is unlawful to discriminate against someone on the grounds of:

- Religion;
- Race;
- Age;
- Physical appearance;
- Political opinion;
- Marital or relationship status;
- Pregnancy or family responsibilities;
- Disability;
- Sexual preference or orientation;
- Sex, gender identity or intersex status;
- Raising an OHS issue to management or government authority such as WorkSafe.

Victimisation:

Victimisation is subjecting, or threatening to subject, someone to something detrimental because they have asserted their rights under equal opportunity law, occupational health and safety law, made a complaint, helped someone else to make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation.

Harassment:

Harassment is any behaviour that is unwelcome or uninvited and that humiliates, offends or intimidates another person. It may be verbal, written, visual, electronic, social media such as face book, you tube, whatsapp etc or physical and may consist of a single incident or a repeating pattern of events.

Even if the harasser did not intend to offend, humiliate or intimidate, if it is reasonable for a person to feel offended, humiliated or intimidated then the behaviour may constitute harassment.



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It is unlawful for harassment to occur on any of the grounds identified above in 'What is Discrimination'. Please note that if an outside relationship brings bad feelings or behaviours into the workplace, this may provide valid grounds for a complaint.

Sexual Harassment:

Sexual harassment is unsolicited, unwarranted and unwelcome behaviour of a sexual nature which could be expected to make a person to feel offended, humiliated or intimidated. Sexual harassment may occur between people of the opposite sex or persons of the same sex. Sexual harassment refers to any form of behaviour of a sexual nature be it physical, psychological, visual or verbal. It may involve a one-off incident or ongoing persistent behaviour.

Sexual harassment may include:

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about your private life
- displaying posters, magazines or screen savers of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- requests for sex or repeated unwanted requests to go out on dates
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Sexual harassment is not consensual interaction, flirtation or friendship. Sexual harassment is not behaviour that is mutually agreed upon.

Sexual harassment is against the law and is a breach of this policy. The relevant legislation for Victoria is the Equal Opportunity Act 2010 (VIC).

Behaviours such as bullying, discrimination, harassment, sexual harassment and victimisation can create a risk to health and safety of employees, which may result in employees/volunteers sustaining a physical and/or psychological injury.

DISPUTES AND RESOLUTION

If an employee or volunteer believe that he/she is being bullied, discriminated against, sexually harassed or victimized;

- If the employee or the volunteer can, try to resolve the problem with the person(s) involved as soon as possible.
- If the employee or volunteer unsure of how to handle the problem yourself, report the complaint verbally by talking to your Manager or chairperson or in writing by completing an incident report



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form or /hazard report form and giving it to your Manager or to the chairperson.

- If the employee's complaint is about the manager then employee can report the complaint directly to the chairperson, Secretary or President of the Hindu Society of Victoria.

If the employee or volunteer witness another employee/volunteer being bullied, discriminated against, harassed or victimised bring it to the attention of the Manager, chairperson, Secretary or President.

Employee / Volunteer shall ensure that:

- The complaint honestly and in good faith.
- Provide all the facts relevant to the complaint.
- Co-operate with the investigation and resolution processes.

Employee / Volunteer shall be responsible for ensuring that:

- Cooperate with the investigation and resolution processes and maintain confidentiality.
- Provide a written or verbal response to the complaint which has been made.
- Provide all relevant facts to the person conducting the investigation.

Management responsibility

Any complaint from an employee or volunteer of a breach of social media policy, bullying, discrimination, harassment or victimisation to the management attention will not be ignored and dealt with Workplace Behaviour Policy and;

- Resolve the complaint as quickly as possible.
- Be sympathetic, sensitive and serious; the complaint is obviously serious to the person making it.
- Contact and Enquire into the matter within 3 working days, and attempt to resolve it as soon as possible.
- The manager or the chairperson received the complaint, shall notify the Secretary or President immediately.
- Document the complaint. In discussion with the Secretary and / or President or their delegate, determine who should investigate, and if possible, mediate the complaint.
- If necessary, Management Committee may appoint a subcommittee at any time to investigate or outsource a person who is impartial and who has been trained to conduct investigations.

Outcome:

Determine whether or not the allegations are substantiated, or whether there is insufficient evidence or information to make a conclusion. Record conclusions and the reason for them.

The Management Committee shall endorse and/or make the final decision

Advise the complainant and the respondent/s of the investigation findings and, where appropriate, actions arising from the investigation.

When the complaints are substantiated, management may take the following actions:

- Require an apology from the respondent
- Make changes to work practices
- Undertake disciplinary action including termination of employment or volunteer service.
- Require employees to participate in training
- Place notes in personnel file



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- Require removal of any information contained on any social media platform that is a breach of policy
- Restrict access to social media.
- Any other action deemed fair and reasonable.

In the event of any non-compliance or/and interpersonal issues between volunteers and/or between employees and volunteers, the Chairperson of that relevant subcommittee will investigate the matter in detail.

HSV Management shall adopt the dispute resolution process outlined in the 'Volunteers Policy'.

RESPONSIBILITIES AND ACTIONS

This policy is not retrospective, in terms of any existing policy official or otherwise.

Any matters those are not covered in this policy shall be the responsibility of the Management Committee.

The HSV Management Committee has the discretion to make any amendments to this policy at any time.

EFFECTIVE DATE

This policy is effective from 01st May 2020 and applicable to all as mentioned above until further amendments are made and approved by the Management Committee.

REFERENCES

HSV Constitution, Previous Policies and procedures.

Worksafe Victoria www.worksafe.vic.gov.au, Victorian Equal Opportunity and Human Rights Commission www.humanrightscommission.vic.gov.au, Workplace bullying – prevention and response – Guidance Material October 2012 (WorkSafe Victoria), Occupational Health and Safety Act 2004. Equal Opportunity Act 2010 (VIC).

APPROVAL

Dr M Sivakadachan
President

S. Kathirkhanthan
Secretary

K. Palasubramaniam
Treasurer



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GENERAL AND VOLUNTEERS POLICY MANUAL

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March 22, 2021



**HINDU SOCIETY OF VICTORIA (AUST)
GENERAL AND VOLUNTEERS POLICY MANUAL**

SECTION: GENERAL

SUBJECT: POLICY ON VOLUNTARY SERVICE

EFFECTIVE DATE: 22 MARCH, 2021

SUPERSEDES: ALL PREVIOUS

SECTION NO:

SUB-SECTION:

REVISED: 22 MARCH, 2021

PAGE: 1 of 11

OBJECTIVE AND PURPOSE:

The Hindu Society of Victoria (Aust) Inc (referred to as HSV or Society in this policy) is an incorporated body with a constitution. The Management Committee (referred to as MC in this policy) has the delegated authority and is responsible for its management in accordance with the constitution and regulations. The MC consists of 17 elected members who provide their voluntary services in managing the affairs of the Society. The MC is elected by the members of the Society every year. All decisions taken by the Society or MC are taken democratically.

There are many voluntary services available in the Temple, Café, Cultural Centre, Garden, Workshop, Building and Facility.

The organizational structure of HSV ensures that the temple, café, cultural centre, garden, workshop, building and facility services are supported by both employees and volunteers. Volunteers are essential to HSV as they support employees by reducing the workload and helping deliver services to all devotees. Employees and volunteers must work as a team to ensure the best outcome for devotees and the community.

Volunteering is considered as an altruistic activity where an individual or group provides services for no financial or social gain or to benefit another person, group or organization.

The purpose of this policy document is to reframe the HSV organizational model to ensure that HSV volunteers including the MC comply with the legislative requirements in relation to occupational health and safety, food handling, bullying, harassment, discrimination, working with children checks and consumer affairs. The majority of these legislative requirements are detailed in the Fair Work Australia Act, Corporations Act, etc.

APPLICABILITY:

To all volunteers of the HSV including the MC members.

Location: 52 Boundary Road, Carrum Downs, Victoria 3201, and any other locations as requested by the HSV Management.

Total authority and responsibility for any changes or amendments to this policy lies with the Management Committee of the Hindu Society of Victoria.



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GENERAL

Hindu Society of Victoria is a not-for-profit organization and its principal activities are:

- Manage the Shiva Vishnu Temple with the primary objective of providing a place of worship to all devotees, visitors and others including people of all faiths,
- Promote the culture and tradition of Hinduism as prescribed in the Vedic Scripts, and
- Manage the Cultural Centre, Café and the Premises.

It is very important that all the volunteers understand and be familiar with the principal activities of the HSV in order to perform their duties.

Volunteers are expected to cooperate with and be respectful towards each other, HSV employees, contractors, devotees and other stakeholders while performing their tasks.

Volunteers, employees, devotees, contractors and visitors are expected to abide by the Occupational Health and Safety Guidelines. **OHS is everyone's responsibility.**

HSV highly appreciates all the time and efforts contributed by the volunteers and after a year of service, an appreciation certificate will be issued, if requested.

SCOPE OF THIS DOCUMENT

- To establish a formalized policy, to clarify roles and responsibilities of person/s providing services at HSV.
- To provide clear guidelines to all the volunteers and the Management Committee.
- To provide an equitable workplace for all the volunteers including Management Committee members.
- To encourage and recruit more talent to the organization as volunteers.
- To provide safety and harmony within the workplace and adhere to work safe regulatory requirements.

POLICY AND PROCEDURES

Volunteer Register

1. *All regular volunteers must be recorded on a Register with current personal information.*
 - a) All volunteers will complete an application form and be recorded on a Register.
 - b) The Register will include details on whether the volunteer is up to date with appropriate requirements, e.g. certification of food handling, working with children check.
 - c) The Register will include documentation of volunteers' health related restrictions and emergency contact details.



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- d) Volunteers are responsible to provide their information to the Management Committee.
- e) Management Committee shall nominate members to be responsible for collecting, recording and maintaining the data.
- f) When circumstances change volunteers are responsible to update their personal information on the Register, and to inform the responsible MC members or the Chairperson, the manager of that section. (Temple, Café, Facility, garden, workshop and Cultural Centre)
- g) All volunteers **MUST** be registered to be rostered in for work in order to be eligible for the Volunteer Insurance Cover.
- h) Management Committee shall allocate numbers and provide badges to all the volunteers for them to wear when volunteering their service.
- i) HSV shall provide volunteers' information to organizations such as insurance companies, etc., as required by the regulation or constitution.

Volunteer Rostering

- 2. *Volunteers are only covered by insurance for the hours they are rostered.*
 - a) Volunteers are responsible for volunteering during their allocated roster times.
 - b) The Temple Administration Subcommittee Chairperson and the Temple Manager are responsible for rostering and maintaining time sheets for volunteers operating in the Temple.
 - c) The CAC (café) Subcommittee Chairperson and the Café Manager are responsible for rostering and maintaining time sheets for volunteers operating in the café.
 - d) The Technical Maintenance Subcommittee Chairperson and the Maintenance Manager are responsible for rostering and maintaining time sheets for volunteers operating in the facility, garden area and workshop.
 - e) The Section Manager (Temple, Café, facility, garden, workshop and cultural center) shall nominate a supervisor or a coordinator to facilitate the requirement by the volunteers.
 - f) Volunteers will only be insured for their rostered time.
 - g) Volunteers who work outside of their rostered times or are ad-hoc volunteers will be covered by public liability insurance as all devotees are, and they do so at their risk.
 - h) Managers have the discretion to re-allocate volunteers to meet the needs of their area on a day to day basis.
 - i) If the volunteer is not agreeable with the rostering and the duty allocated to them, they may request other duties, if they exist.
 - j) Volunteers shall not incur any expenses or place any purchase orders on behalf of HSV without the appropriate approval from the Managers, Chairpersons or the Treasurer.

Personal protective equipment and hygiene gear

- 3. *All volunteers must always wear the appropriate personal protection equipment or hygiene gear when performing their duties.*
 - a) Gardening volunteers must wear boots and should wear gardening gloves when performing their



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- duties. If the weather is hot, volunteers are encouraged to wear a hat and to regularly hydrate.
- b) All volunteers that enter the kitchen must wear closed shoes, a hair net, apron and gloves when they are serving food.
 - c) If the Manager or Chairperson advises a volunteer that they must wear the appropriate personal protective equipment for their safety or for hygiene reasons, the volunteer must comply.
 - d) If a volunteer cannot afford to buy their own equipment, HSV may provide shared equipment as long as they comply with hygiene needs (e.g. wear their own socks to use shared work boots).

Meal Entitlements

- 4. *As a token of appreciation, all volunteers are eligible for free meals during their respective rostered hours.*
 - a) If there are many volunteers on a day to perform specific tasks, the chairperson or the supervisor of the area must coordinate with the café manager and make the arrangements for meals in advance.
 - b) All meals accessed by the volunteers shall be accounted for in the cash register through the volunteer code system, using the volunteer's identity number.
 - c) If volunteers do not consume the meal in the café and intend to take home their meal, they are doing so with the clear understanding that HSV is not responsible for the consequences arising from consuming the meal later, outside the café.
 - d) Volunteers are not authorized to pack meals in bulk quantity with the assumption that those meals will be thrown away as waste.
 - e) Volunteers are entitled to a 20-minute break for every 4 hours of their respective rostered shift.

Facility, gardening and workshop

- 5. *Volunteers working in the facility, garden and workshop must be registered and exercise due care.*
 - a) All volunteers working in the facility, garden and workshop must be on the Volunteers Register. Ad-hoc volunteers are not allowed to work in the garden and workshop.
 - b) The chairperson of Technical Maintenance Subcommittee or the maintenance manager or the coordinator nominated by the manager oversees all aspects of the volunteers in the facility, garden area and in the workshop.
 - c) Volunteers shall be trained or experienced before they use any electrical or mechanical equipment.
 - d) All the facility, garden and workshop volunteers must take due care to ensure their safety and the safety of others, including devotees.

Café and Cultural Centre

- 6. *Volunteers in the Café must abide by their certification on OHS and Food Handling Safety.*
 - a) All volunteers that work in Café must obtain OHS and Food Handling Safety certification. HSV will cover the costs for these certifications.



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- b) Those who do not have these certifications should not enter the kitchen area without close supervision of another staff who has the certification.
- c) The café Manager is responsible for the day-to-day operation of the café. The café Manager will be assisted by the Chairperson of the café subcommittee (CAC) or a Management Committee member as nominated by the Management Committee, be responsible for allocating rosters and maintaining time sheets/logs for the volunteers operating in the café.
- d) Volunteers who are rostered to work in the café kitchen shall only enter the kitchen area.
- e) Volunteers are not expected to cook, but they can assist the chef under supervision by the chef or the café Manager.
- f) Volunteers shall inform the chef if they have any concern on the quality of the food, but shall not take any corrective action without the permission from the chef or the café Manager.
- g) Any complaints, feedback or constructive comments from the customer shall be directed to the café Manager or the chef for them to consider for corrective action.
- h) Volunteers working in the Cultural Centre must be registered and exercise duty of care.

Annadhanam Service:

- i) Temple Administration Subcommittee Chairperson and or a nominated coordinator from Subcommittee will liaise with Café Subcommittee Chairperson and the chefs for the preparation and serving the Annadhanam food.
- j) It is the responsibility of the Chairpersons and the nominated coordinator to make sure the volunteers involved in Annadhanam related tasks shall follow the guidelines and procedures provided in this policy.
- k) Devotees who serve the Annadhanam food shall not enter the cooking area in the kitchen without the supervision of the chefs.

Temple operations

7. *Volunteers working on Temple related tasks must be registered and exercise duty of care.*

- a) Many volunteers work in the Temple and their work must be covered with the Volunteers Insurance. This requires them to be part of the main Volunteers Scheme. HSV encourages all to register with the Volunteer registration form as prescribed above.
- b) Temple Managers and or Chairperson of the Temple Administration Subcommittee is responsible for allocating rosters and maintaining time sheets/logs for those volunteers operating in the Temple. The work allocation depends on the needs at the Temple on a day today basis.
- c) Volunteers Insurance covers all who work regularly on a roster provided by the Managers and or Chairperson of Temple Administration Subcommittee.
- d) Ad-hoc volunteers are not expected to work on a roster basis. They are covered by public liability insurance and hence not covered by the Volunteers insurance. Ad-hoc volunteers are not expected to be registered but should work in collaboration with employees and other volunteers.



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Safety, Security and Information Technology

Volunteers must be registered and exercise duty of care.

- a) The Chairpersons are responsible for allocating rosters and maintaining time sheets/logs for those volunteers operating in safety, Security and Information technology sections. The work allocation depends on the need.
- b) Volunteers shall not act independently without the knowledge of the Chairpersons.

DISPUTES AND RESOLUTION

In the event of any non-compliance or/ and interpersonal issues between volunteers and/or between employees and volunteers, the Chairperson of that relevant subcommittee will investigate the matter in detail. As part of the investigation the Chairperson may request the parties to provide their concerns in writing. The Chairperson shall seek information from others as witnesses who were present or involved in that issue. After reviewing all the information and the evidence, the Chairperson shall mediate and reconcile the matter between the parties with the intention to end that complaint. Both parties will be notified the outcome in writing by the Chairperson.

If any one party not satisfied with the mediation by the Chairperson then the parties can appeal to the President and/or the Secretary. President and Secretary shall investigate the non-compliance or/interpersonal issues with all the appropriate information and evidence including CCTV camera footage (if necessary), etc.

The President and the Secretary may seek legal advice from the (HSV Honorary) Solicitors. The President and the Secretary will provide every opportunity to the parties to be heard, allow due consideration for any written statement submitted by any party, and ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

Management's Responsibility

The Management will strive to resolve the issue as quickly as possible. If necessary, the Management Committee may appoint a subcommittee at any time to investigate or outsource to a person who is impartial and who has been trained to conduct the investigations.

The Management Committee shall endorse and/or make the final decision. Both parties will be notified the decision in writing.

The final decision shall be requesting both parties to compromise and resolve the issue, request the employee and/or the volunteer to undertake a training program, or take any other disciplinary action as appropriate.



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RESPONSIBILITIES AND ACTIONS

This policy is not retrospective, in terms of any existing policy, official or otherwise. Any matters not covered in this policy shall be the responsibility of the Management Committee. The HSV Management Committee has the discretion to make any amendments to this policy at any time.

EFFECTIVE DATE

This policy is effective from 22nd March 2021 and applicable to all as mentioned above until further amendments are made and approved by the Management Committee.

REFERENCES

HSV Constitution, Previous Policies and procedures and some current/past Practices.

Approved on 22nd March 2021 by

Mr Balasubramaniam Rangarajan
President

Mr Ratnam Kandasamy
Secretary

Mrs Inthi Parameswaran
Treasurer



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**Hindu Society of Victoria
Registration Form for Volunteer Service**

52, Boundary Road, Carrum Downs, Victoria

This form must be completed by persons who wish to undertake voluntary activities with the Hindu Society of Victoria (Australia) Incorporated (HSV (Aust) Inc.)

This form is designed to obtain relevant information from individuals who wish to work as volunteers and for the purpose of complying with the HSV (Aust) Inc.'s Occupational Health and Safety, Risk Management Strategies, Privacy and confidentiality laws applicable in Victoria. You would be expected to provide photo ID such as driver's license/passport and another to verify your address.

PERSONAL INFORMATION

Name:

Residential Address:

Contact Number:

E-mail address:

Person to be contacted in case of emergency:

Contact Number:

(If you are under the age of 18, this registration must be signed by your parent or guardian)



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VOLUNTEER WORK

Type of Volunteer Work:

When are you available for volunteering? *(Please select days by ticking in the boxes)*

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time							

MEDICAL ISSUES

Do you have any medical condition(s) which may impact on you performing volunteer work?

Yes/No

If Yes, please provide more information

.....
.....
.....

Have you suffered any injuries in the past two years which may be aggravated or compounded by undertaking the above volunteer work?

Yes/No

If 'Yes', please provide information:

.....
.....



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PROBITY ISSUES

Do you have any police convictions or criminal record relevant to the type of work to be undertaken?

Yes/No

If 'Yes', please provide information:

.....
.....
.....
.....

Did you or do you have any direct or indirect business dealing/s with Hindu Society of Victoria.

Yes/No

If 'Yes', please provide information:

.....
.....
.....

ACKNOWLEDGEMENT AND AGREEMENT

- I acknowledge that I have received a copy of the workplace behaviour manual and the volunteer behaviour policy manual and I have read and understood the contents.
- I understand that I am volunteering my services to the HSV (Aust) Inc. and that I will **not** receive any remuneration for those services.
- I agree that I provide the voluntary service on my own will and not requested by HSV or any other person.
- I understand that I am covered by the HSV (Aust) Inc's public liability insurance in respect of *accidental* damage that I may cause to other people or property in the course of providing their services to the HSV (Aust) Inc. as a Volunteer but that I will be **personally** liable for any deliberate or negligent damage caused to any person or property whilst working as a Volunteer of the HSV (Aust) Inc.
- I agree that I will only conduct work under the guidance and supervision of the HSV (Aust) Inc's Committees responsible for the area of work.
- I understand that the HSV (Aust) Inc. reserves the right to terminate my engagement at any time as a Volunteer at its absolute discretion.
- I understand that I can terminate my service at any time with 2 days (two) notice.



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Print Full Name:

Signature of Applicant / Parent / Guardian:

Date:

***Recommended by, Print Name:**

Signature of the person who recommended the registration:

Date:

*The person who undertakes volunteer service must be recommended by a member of the Management Committee of the HSV (Aust) Inc. or a trust director of the HSV Trust or member of the Past President Council HSV.

For office use:

Sighted a Photo Id and verified Name and Address

Verified by

Volunteer number allocated:

Date:.....

HSV Management endorsement: