

Work-Life Ambassador Scheme Guidelines

Code of Conduct

The Code of Conduct for Work-Life Ambassadors aims to ensure that all volunteers understand the standard of conduct required. Appointed Work-Life Ambassadors will always need to uphold the Code of Conduct when carrying out their duties as a Work-Life Ambassador for TAFEP.

Work-Life Ambassadors are expected to:

- To be aligned with TAFEP's work-life philosophy and familiarise themselves with the Work-life resources available at TAFEP to support employers and employees.
- Be willing and able to participate in activities such as media interviews, speaking engagements and sharing of their Work-life knowledge and experiences on other platforms, as their schedule allows.
- Be present for confirmed engagements and appointments, or to inform TAFEP as early as possible, in the event of unforeseen cancellations.
- Carry out their duties responsibly, safely and to the best of their ability.
- Maintain confidentiality of all information obtained while volunteering with TAFEP.

Work-Life Ambassadors are expected not to:

- Act in any way that may create liability for TAFEP or bring the organisation into disrepute.
- Disclose confidential information to unauthorised persons.
- Use TAFEP property, resources, information or funds for any purpose other than authorised uses.
- Seek or accept payment, rewards, benefits or gifts without authorisation from TAFEP. As this is a voluntary position, there will be no fees paid for any engagements undertaken as a Work-life Ambassador.
- Use any engagement as a marketing opportunity for other products and services, apart from those that TAFEP offers, or to solicit business in any manner.

Conflict of Interest:

Volunteers are expected to avoid situations which may have conflict of interest with the organisation (e.g. other commitments, competing roles in other organisations). If any potential area of conflict arises, please consult with TAFEP.