

## **Mirvac's Corporate Code of Practice with Respect to Volunteers**

In order to enhance ATP's volunteers' experience and comply with legislation and duty of care, Australian Technology Park Sydney Ltd will:

- Interview and employ volunteer staff in accordance with anti-discrimination and equal opportunity legislation
- Provide volunteer staff with orientation & training
- Provide volunteer staff with a healthy and safe workplace
- Provide appropriate and adequate insurance coverage for volunteer staff
- Not place volunteer staff in roles that were previously held by paid staff or have been identified as paid jobs
- Differentiate between paid and unpaid roles
- Define volunteer roles and develop clear job descriptions
- Provide appropriate levels of support for and management for volunteer staff
- Provide volunteers with a copy of policies pertaining to volunteer staff
- Ensure volunteers are not required to take up additional work during industrial dispute or paid staff shortage
- Provide all staff with information grievance and disciplinary policies and procedures
- Acknowledge the rights of volunteer staff
- Ensure that the work of volunteer staff complements but does not undermine the work of paid staff
- Offer volunteer staff the opportunity for professional development
- Reimburse volunteer staff for out of pocket expenses incurred on behalf of ATP
- Treat volunteer staff as valuable team members, and encourage them to make suggestions for improvement regarding any aspect of ATPSL's business.
- Acknowledge the contributions of volunteer staff