

Moorabbin Air Museum

Important Information for Volunteers

Welcome

Welcome to Moorabbin Air Museum (MAM). The success of the Museum depends on the volunteers involved and the work they do. This document is designed to provide you with information you need to make a contribution to the Museum and become a productive member of the team. Further information is available in relevant Operations and Training materials which are updated from time-to-time.

MAM Mission Statement

- To acquire, preserve, protect and extend the collection on behalf of all Australians
- To educate Australians in the advancement of aviation related technology
- To reinforce the contributions Australians have made to the development and advancement of aviation
- To display the Group's aircraft and artefacts in such a way as to embrace the greatest cross section of the population
- To collaborate with other aviation and heritage bodies to encourage community involvement
- To undertake all its activities in accordance with the objectives of the AARG's Memorandum of Articles, and the "Museums Australia" Code of Ethics

Collection History

The Australian Aircraft Restoration Group (AARG), operators of MAM, was formed in 1962 by members of the Aviation Historical Society of Australia (AHSA) specifically to save a rare Australian built DAP Beaufighter.

The AARG collection is referenced against the aviation history of Melbourne, Victoria and Australia, and is not specifically relevant to the local area of Kingston where it is currently located. A number of objects are of international interest and significance.

Being one of the earliest aviation collections in Australia to form, the AARG has been able to collect and save over 50 rare and significant airframes, 30 historic display engines, along with manuals, books and other archival material that are considered to be of national importance.

Despite passing its 60th year of operation as a public museum, its assets and activities largely remain the outcome of its volunteers, private donations and museum entry gate-takings, with little real support from local, state or federal governments.

Volunteer Code of Conduct

This Volunteer Code of Conduct applies to all volunteers while on the Museum site, or undertaking MAM activities

- Act ethically, honestly and with integrity
- Treat fellow volunteers and Museum visitors with respect, courtesy, honesty and fairness
- Always have the highest regard for the safety of fellow volunteers, and Museum visitors
- Be polite to Museum visitors at all times, and ensure they are not exposed to dangerous situations
- Do not harass, bully or discriminate against fellow volunteers or members
- Contribute to a harmonious, safe and productive work environment
- Do not engage in illegal conduct or activities
- Do not act in any manner that will bring MAM into disrepute
- Observe any legal obligations that MAM or volunteers are subject to
- Only undertake tasks and work that you are competent to do, or are trained and supervised doing
- Comply with any reasonable direction from a MAM Board member, manager or supervisor
- MAM Board members, managers and supervisors will act in accordance with the Museums Australia - Code of Ethics available online at www.museumsaustralia.org.au

Health and Safety

Health and safety at the Museum is both an individual and shared responsibility of all employees and volunteers. All volunteers must undertake the Induction Program and sign the checklist to confirm they have done this.

It is the responsibility of all employees and volunteers to actively implement this policy through the following approaches.

General

General responsibilities include:

- Taking effective action to provide and maintain safe and healthy working conditions for all employees, volunteers, contractors and visitors
- Being accountable for working conditions in their area by providing information to, and consulting with, other employees, volunteers and visitors on safety and health matters
- Participating in emergency and fire evacuation drills
- Participating in any workplace based Occupational Health and Safety Committee, if agreeing to join such a committee
- Adhering to any Museum Occupational Health and Safety policies
- Reporting any hazards in the workplace, accidents, injuries or dangerous incidents to management.

Smoking

MAM has a policy of no smoking within Museum premises. Smoking is banned in all work areas.

All new employees and volunteers will be advised of this non-smoking policy when joining.

First Aid

Where appropriate, MAM will endeavour to have suitably trained First Aiders available.

Volunteers and employees are encouraged to nominate themselves as First Aiders if they are suitably qualified.

The First Aiders will be responsible for maintaining the First Aid kits.

First Aid kits are available at the:

- Shop
- Archives
- Kitchen
- Workshop

Defibrillators

An Automated External Defibrillator (AED) can save the life of someone who has had a sudden cardiac arrest. No training is required to use one.

A defibrillator is available at the Museum shop.

Emergency Procedures

All volunteers should be aware of any emergency plans such as evacuation procedures and assembly points.

Drugs and Alcohol

MAM has a strong commitment to provide a safe workplace.

Our responsibility is to maintain a work environment free of the abuse of alcohol, legal and illegal drugs. The Museum may terminate the engagement of volunteers where use of drugs or alcohol impacts on performance or the reputation of the Museum.

Alcohol

No volunteer shall be under the influence of alcoholic beverages on Museum property, or while conducting Museum activities, to the extent that:

- It impairs their work performance
- Their behaviour impacts on their professional reputation or that of the Museum
- There is any risk to their safety or that of anyone else

The consumption of alcoholic beverages on Museum premises during work hours is prohibited unless approved for a special occasion by the Chairman.

Volunteers are responsible for reporting to work fit for duty.

Illegal Drugs

Being under the influence of an illegal drug while conducting Museum activities, or while on Museum property, is prohibited for all volunteers. The use, sale, purchase, transfer or possession of an illegal drug by any volunteer while on Museum property, or while performing Museum activities, is prohibited.

Legal Drugs

The Museum recognises individuals may be prescribed drugs and require over-the-counter drugs, which have been legally obtained for medical and health reasons. Volunteers must notify the Museum if they are taking any medication which may affect their work or their ability to do their job safely.

Bullying

The Museum is committed to providing all employees and volunteers with a healthy and safe work environment free from bullying.

The Museum expects all employees and volunteers to behave in a professional manner and to treat each other with dignity and respect. We encourage any employees or volunteers who experience or witness bullying to report it. When bullying is reported, it will be seen as a serious matter and will be investigated as soon as practicable.

Board members, managers and supervisors have a responsibility to ensure employees or volunteers are not bullied.

Discrimination and Harassment

It is the policy of MAM that unlawful discrimination and harassment of any kind will not be tolerated and MAM has a legal obligation to eliminate this conduct as far as possible and uphold relevant State and Federal laws.

Bystanders are strongly encouraged to report any discrimination or harassment behaviours that may create a hostile work environment.

Discrimination

Discrimination involves unlawful distinctions between individuals or groups, so as to disadvantage some and/or advantage others. Discrimination can be direct or indirect.

It is unlawful to discriminate against a person (or a group of people) on a number of grounds including:

- age
- religious belief or activity
- disability or impairment
- sex
- pregnancy or breastfeeding
- parental or carer status
- race or colour
- political beliefs or activities
- sexual orientation
- physical features
- marital (incl. defacto) status
- industrial activity/inactivity
- lawful sexual activity
- national or ethnic origin
- irrelevant criminal conviction
- gender identity
- intersex status

In addition to the attributes referred to above, it is unlawful to discriminate against a person for the reason that they are associated with a person with any of the attributes referred to.

It is important to note that unlawful discrimination can occur even when the person taking the action is not intending to discriminate, or they are not aware they are discriminating, or they do not consider the treatment to be unfavourable.

Harassment

Harassment is unwanted behaviour and can take many forms. It may involve inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence.

It is important to note that it is irrelevant at law as to whether or not the inappropriate behaviour was intended. It is also important to understand that it is the person being subjected to the behaviour, who determines whether the behaviour is welcome or unwelcome. Individuals can be named sole respondents in cases of alleged harassment.

Harassment may be seen to have occurred if the behaviour makes the victim feel:

- Offended and humiliated
- Intimidated or frightened and/or
- Uncomfortable at work

It can be on any of the grounds included in anti-discrimination legislation (examples listed above) and can be a single or repeated act of offensive behaviour. It may include such behaviours as:

- Intimidating or humiliating telephone calls, emails, social media posts or other communications
- Name calling or derogatory gestures
- Offensive jokes
- Displays of offensive material
- Persistent questioning about a person's private life

Sexual and sex-based harassment

Sexual harassment and sex-based harassment are against the law.

Sexual harassment is any unwanted or unwelcome sexual behaviour where a reasonable person would have anticipated the possibility that the person harassed would feel offended, humiliated or intimidated.

It has nothing to do with mutual attraction or private, consenting friendships whether sexual or otherwise.

Sex-based harassment involves behaviour that is sexist or demeaning but is not necessarily sexual in nature.

It should not be assumed that a person consents to another person's behaviour simply because they have not complained about it.

Sexual harassment or sex-based harassment can be physical, verbal or written including via online communication. It may be a one-off incident or repeated conduct.

Some examples of sexual harassment and sex-based harassment include behaviours listed below:

- Unwelcome sexual advances
- A request or requests for sexual favours
- Unwelcome or inappropriate touching, hugging, cornering or kissing
- Inappropriate staring or leering
- Actual or attempted sexual assault
- Sexual gestures
- Displaying sexually explicit or sexist images or objects
- Sexually suggestive, sexist or explicit questions, comments or jokes
- Repeated invitations to socialise or start a relationship outside work
- Ongoing unwelcome conduct following the end of a relationship
- Asking intrusive personal questions based on a person's sex
- Requesting a person to engage in degrading conduct based on their sex

Victimisation

It is unlawful for a person to subject, or threaten to subject, another person to any detriment because the other person, or someone associated with that person, has made, or intends to make, an allegation or complaint relating to discrimination and/or harassment.

Consequences

Discrimination, harassment and victimisation are subject to disciplinary action up to and including termination of employment or engagement.

The Museum may be liable for unlawful behaviours perpetrated by an employee or volunteer.

In addition to any legal responsibilities, it is important for all of us to ensure we have an environment where we all feel safe: this is critical for our own satisfaction and for the success and ongoing development of the Museum and its Mission.

Grievance

Whilst we aim for a harmonious workplace, we recognise that occasionally grievances may arise. It is the policy of MAM to be prompt, fair and constructive in the handling of all work-related grievance issues.

Procedure

Where a grievance develops over work-related issues the following steps should be taken:

- The employee or volunteer should, where appropriate, try to resolve the grievance as close to the source as possible. This can be **informal** and verbal or in writing. At this stage, every possible effort should be made to settle a grievance before the formal grievance resolution process starts.
- Additionally, or as an alternative, the employee or volunteer should advise their manager of the grievance and, where support is required or preferred, the manager will try to resolve the matter in discussion with the employee or volunteer
- The employee or volunteer may ask another person to accompany them if necessary
- If the matter still can't be resolved, the process continues and becomes formal

To start a **formal** grievance resolution process, the employee(s) or volunteer(s) must fully describe their grievance in writing, with dates and locations wherever possible and how they have already tried to settle the grievance. If sufficient detail is not provided, MAM may not be able to continue with the formal grievance process.

The grievance can be referred to the next level manager, or to another manager or Board member, who will then manage the process.

Except where a genuine safety issue is involved, work will continue whilst the grievance is being explored.

Conclusion

We trust that, as a volunteer, you will understand why we wish to make the Museum a safe and pleasant place to work. A fascinating aspect of our volunteer team is the diverse range of skills, experience and operating styles we bring with us. Being able to harness that diversity and respect each other's contributions gives us great strength.

If we can all work within the framework outlined here, we believe we can continue to see the Museum grow and our volunteers continue to make their valuable contributions and gain satisfaction in a venture we believe to be worthwhile for us and for others.

Thank you for being part of this story.

Ashley Briggs, Chairman, on behalf of the Board.

Declaration: I have read and accept the information provided in this document.

Name

Date