VOLUNTEER ONBOARDING FORM

The Kustom Kommune Pty Ltd
8 Duke St., Abbotsford 3067, VIC, Australia
ABN: 86 163 058 811

Kustom Kommune is a D.I.Y motorcycle workshop where members have access to a complete range of tools and equipment so they can service, maintain, customise and restore their motorcycles, or just observe, learn and socialise with other members. It is also a venue for events and photographic shoots with our TAC partners.

The values of Kustom Kommune are that of a social enterprise and we aim to create a safe, welcoming and accessible space for everyone with an interest in motorcycle culture. By volunteering some of your time to help keep the space operational, not only will you learn new skills and help shape the space with your input, you'll be making a direct positive impact within our closely connected community. It's not just about motorcycles at the Kommune; it's about creating lasting bonds, providing a space in which to network and acting as a home from home for many.

Code of conduct:

The purpose of this document is to provide the code of conduct for the volunteers of Kustom Kommune. This applies to everyone working in a volunteer capacity at Kustom Kommune. Kustom Kommune Pty Ltd here within is referred to as Kustom Kommune.

We know that by volunteering you are generously donating your time, skills and efforts but a volunteer environment is still a workplace and as such, you have certain responsibilities that must be upheld. You too have rights and we as volunteer coordinators are obliged to uphold our duty of care to you. It is a reciprocal arrangement.

The following list is the basis of your rights as a volunteer. You have the right:

- To work in a healthy and safe environment.
- To be recruited and supported in accordance with equal opportunity and anti-discrimination requirements.
- To be adequately covered by insurance.
- To be given accurate and truthful information about the organisation for which you are working.
- To be given a copy of Kustom Kommune's policies and procedures.
- To have a job description and agreed working hours.
- To have access to a grievance procedure.
- To be provided with an orientation to Kustom Kommune.
- To be provided with sufficient training to do your job.

Now that we have covered your rights, here are your responsibilities. All volunteers must:

- Adhere to Kustom Kommune's terms and conditions as outlined here.
- Respect all other members of the team. Kustom Kommune values robust discussion and critical feedback in all areas.
- Work as a team with fellow volunteers. Kustom Kommune is a place of cooperation, an opportunity to express oneself, develop personally and professionally, and contribute meaningfully to a team of passionate people.
- Respect diversity and commit to welcoming different ideas, abilities, backgrounds and experiences to the team.
- Reject and report any discrimination or harassment.
- Accept decisions by the directors and supervisors.
- Give notice if your availability changes or you are leaving Kustom Kommune.
- Ask for support when needed.
- Deal with complaints in an appropriate and confidential manner.
- Use discretion when speaking about internal matters and operations.
- Cover personal transportation costs and other personal out of pocket expenses.
- Get approval from a Director before making purchases on behalf of the Kustom Kommune.
- You may have access to, and knowledge of, information that is confidential in nature, which is marked as confidential or which the Kustom Kommune regards as confidential. This includes Kustom Kommune's internal documents and data contained within Slack, Trello, Dropbox, Google, AWS and other software. You must not at any time, either during or after ceasing your involvement with the Kommune, use or disclose confidential information without the prior written approval of a Director. If you are required by law to disclose confidential information or there is any suspected or actual breach of confidentiality, you must inform the Directors immediately.
- Agree to assign all material, documentation and other intellectual property rights created or developed in connection with their position with Kustom Kommune to Kustom Kommune. Kustom Kommune may use any ideas, information, policies, activities and projects shared and created by its volunteers. A volunteer may seek permission from a Director to use Kustom Kommune's intellectual property and this will be assessed on a case-by-case basis.
- Report any grievance to the supervisor or a Director.
- Report any injuries or hazards that you notice in the workplace.

I, (insert name) _____ agree to adhere to the Code of Conduct Policy Statement above. I understand that if I breach this Code of Conduct, the Directors may determine that I am no longer a volunteer for The Kustom Kommune Pty Ltd.

Signature _____

Date _____