



Activate Youth Code of Conduct and Charter

Revised: 27/10/21

- 1. Purpose:** To ensure Activate Youth Voice (AYV) operates safely and in the best interests of members and clients.
- 2. Revisions to the charter:** To be reviewed at the end of each project.
- 3. Compliance:**
 - All members agree to abide by the responsibilities and rights outlined across all sections.
 - Service clients are expected to be measured against/adhere to Sections 5.2.
 - Section 5.3 provides a guide for determining project interest.
 - Commitment to a project as an individual or group is voluntary.

4.a. Member Discipline:

- AYV members will be required to report any incidents that go against the charter to the group.
- The severity of the incident will be determined. And disciplinary action will be discussed across the team. This can include re-reading the charter/contract, awareness programs, issuing a formal apology, or other appropriate actions.
- All members are expected to be clear in providing feedback regarding any potential breaches on time to ensure.



4.b. Client Discipline:

- AYV is expected to report any incidents that occur between a client with the team.
- The severity of the incident will be determined. And disciplinary action will be discussed across the team. This can include immediate termination of patronage, suspension of the project, written warnings, apology requests, or refusal to assist in future.
- All feedback regarding breaches is to be clear, concise, and in writing to the client.

5. Section 1: AYV Member Rights and Responsibilities

5.1.a. As members of AYV our values are:

- Respect and support;
- Consideration and communication;
- Self-care;
- Acceptance and Celebration.

5.1.b. As Members of AYV, you have the right to:

- Have your voice and contributions acknowledged and heard.
- Respect your experiences and identities. Regardless of how overt you express these. This can include age, ability, sexuality/gender, ethnicity, trauma, etc.
- Showcase your strengths, and receive support for your weaknesses.
- Feel included and appreciated in the group.
- Be CC'd into relevant email communications.
- Put your wellbeing first.
- Provide feedback and voice concerns respectfully.

5.1.c. As Members of the AYV project, you have the responsibility to:

- Collaborate with other team members in creating professional responses to ensure consistent understanding and messaging.
- Express any discomfort publicly or privately with the group regarding AYV.
- Debrief with other team members if requested at a convenient time. This can be through a message, call, zoom, etc.
- Represent AYV in a professional, unified, and appropriate manner. This includes using inclusive and respectful language, ensuring you abide by the group messaging, and do not place members or the AYV initiative at risk.
- Understand personal and team limitations, including time, self-care, project scope, technology, etc.
- Ensure a chairperson and secretary are allocated for all formal business meetings.
- Ensure all communication on behalf of an internal team has the relevant team CCed, with reading receipts where necessary.



- Contribute and participate meaningfully in projects, meetings and communications that the member has committed to. This includes providing honest and constructive feedback.
- Provide at least 5 hours notice if you are unable to attend a meeting or event (exemptions for immediate circumstances may apply). However, AYV team members are encouraged to communicate all time away or availabilities as soon as possible.
- All members will be trained to a standard. However, it is the participant's responsibility to access any additional support regarding skills, training, and clarification.
- Be respectful of the team's diversity. This includes inclusive language, non-derogatory rhetoric, and ceasing conversations that degrade or cause discomfort to the experiences/identities of AYV members.
- Treat everyone as equals regardless of experience level.
- Approach any interviews and research with respectful language, adherence to best practise, and an understanding of the project's ethical obligations.

5. Section 2: Client Rights and Responsibilities

5.2.a. When consulting, the AYV team has the right to be treated in the following way by external stakeholders:

- Be treated appropriately, with respect, value, and equal-standing.
- Align to the goals, interests, and values of AYV.
- Provided with clear, concise, and timely communications. Including projects, emails, meeting dates, availability, and more.
- Request approval for any project changes that may be required. This should be completed in writing.
- Submit a clear and concise project plan. This includes payment, the topic/s of focus, timeframe, target organisations, our role, the aim, etc.
- Treat AYV with professionalism and respectful debate. Abuse, harassment, coercion, patronisation and ageism will not be tolerated. Especially individual attacks.
- Consent to the recording of all meetings with AYV for the purposes of ensuring meeting minutes are correct and accessible.
- Understand that AYV has the right to respectfully turn away or cease work with a project. This can occur due to breaches of conduct, a lack of alignment to AYV goals, principals, time commitments, and more.
- Treat AYV with respect and do not patronise members regardless of prior experience.
- AYV has the right to respectfully participate and have their voice heard.
- Understand that AYV internal workloads may shift or be re-distributed.
- Acknowledge AYV availability requirements. Such as 9-5 pm workdays.
- Understand that AYV has the right to all written material produced, with joint or sole ownership.
- Included as authors/co-authors/contributors in any material AYV has assisted with.

5.2.b. When consulting, the client has the right to:

- Express their perspectives and be heard by AYV.
- Be made aware of any organisational changes in AYV.
- Propose the target groups and research participants.
- Be treated with professionalism, respect, and dignity.
- Receive a professional and timely response to any communication.
- Have feedback provided regarding any refusal or cease of patronage by AYV.
- Be provided with a list of required documentation and information needed to commence the patronage with AYV.
- Respectful debate, where all ideas are valued and heard.
- Be informed of internal changes to workloads insofar as said changes affect them as soon as it is practical to do so.
- Be consulted on any proposed changes to the initial project outline, and refuse to accept said changes if they wish.

5.2.c. Prospective clients are expected to include the following when submitting a project proposal:

- A brief of the project.
- Documents providing the project outline (Preferably in a table or GANTT Chart).
- AYV's role in the project, including responsibilities.
- The budget, timeframe, hours required and other parameters AYV must adhere to. None of these documents can be modified once the project commences without a mutual agreement from all parties. This does not include changes to the broader budget unless it affects the project or AYV significantly.
- A payment/reimbursement plan for AYV's contribution, including any remuneration policies held by the client.
- Written confirmation from the client that AYV's terms, conditions, and Code of Conduct will be adhered to within the project.
- Contact details that can be passed to all members of AYV.
- Details of any interests that may conflict with AYV participation or the reputation of the group.

5. Section 3: Clients Requiring Special Approval

5.3.a. Approach

- Organisations that partake in wage theft, unpaid trials, and other procedures that are illegal and/or negatively impact the financial wellbeing of young people.
- Organisations that greenwash and wokewash. This includes tokenism, inadequate consultation with relevant demographics, or deliberately providing misleading information to the public.
- Organisations owned or linked to mining, energy, oil and major pollutants.
- Projects regarding sexual assault and child abuse.
- Corporations that are only operated for profit.
- Organisations that do not align with our values.



- Clients that will not support respectful collaboration and debate.

6. Acceptance of the Charter

6.a. I have read the following charter and agree to the terms and conditions laid out in the document.

Name: Jemille McKenzie Date: 7/10/2021 Signed: JEMILLE MCKENZIE
Name: Alexander Brown Date: 12/10/2021 Signed: ALEXANDER J BROWN
Name: Jade Bujeya Date: 4/11/2021 Signed: JADE BUJEYA
Name: Date: Signed:
Name: Date: Signed:

6.b. I understand that as a member or client of AYV that the charter may change for future projects. And will ensure I review the document before future projects.

Name: Date: Signed:
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