

Association of Zoo & Exotic Veterinary Nurses (AZEVN)

Committee & Volunteer Code of Conduct

Committee members and volunteers are essential to the smooth running of the Association and provision of AZEVN Events and Conferences. As representatives of the organisation, they help set the standard for professionalism, inclusivity, and safety.

In addition to all expectations outlined in the Conference Code of Conduct and Constitution, Committee members and Volunteers agree to:

1. Professional Conduct & Representation

- Act as ambassadors for AZEVN, upholding the organisation's values and promoting a welcoming, inclusive, and respectful environment for all attendees.
- Engage with delegates, speakers, sponsors, venue staff, and one another courteously, professionally, and without bias.
- Use inclusive, non-discriminatory language in all interactions.
- Be approachable, supportive, and mindful of their role in modelling expected behaviour.

2. Supportive Behaviour & Duty of Care

- Provide assistance to attendees, speakers, and sponsors where appropriate, within the bounds of their assigned responsibilities.
- Respond to queries with patience, clarity, and respect, recognising that individuals may have differing levels of experience or confidence.
- Help create a space where participants feel safe to ask questions, express uncertainty, and seek guidance without fear of judgement.

3. Boundaries & Appropriate Conduct

- Maintain professional boundaries in all interactions—including during social events—and avoid any behaviour that could be perceived as coercive, intimidating, discriminatory, or inappropriate.
- Refrain from engaging in or tolerating harassment, bullying, or exclusionary behaviour.
- Avoid disclosing confidential information or discussing internal organisational matters in public settings.

4. Event Operations & Responsibilities

- Follow instructions and procedures set out by the AZEVN committee to ensure the successful delivery of the event.
- Communicate promptly with the organising team or AZEVN Chair if challenges arise, if they are unable to fulfil any responsibilities or duties.
- Prioritise the safety and welfare of participants, reporting concerns immediately as outlined in the “Reporting a Concern” section of the Conference Code of Conduct.

5. Team Conduct & Collaboration

- Treat fellow committee members and volunteers with respect, recognising that all are contributing their time and expertise.
- Foster a cooperative, supportive working environment where tasks are shared fairly and communication is open and constructive.
- Avoid speaking or acting in ways that undermine the efforts, decisions, or judgement of colleagues.

6. Conflicts of Interest & Integrity

- Disclose any potential conflicts of interest to the committee as early as possible, including relationships or affiliations that may influence decision-making or impartiality.
- Avoid using their role for personal gain, preferential treatment, or influence over attendees or contributors.

7. Consistency with AZEVN Values

- Act in alignment with AZEVN's mission and principles, promoting a positive image of the organisation through words, actions, and interactions.
- Uphold this Code of Conduct at all times, recognising their position as trusted representatives of the organisation.