

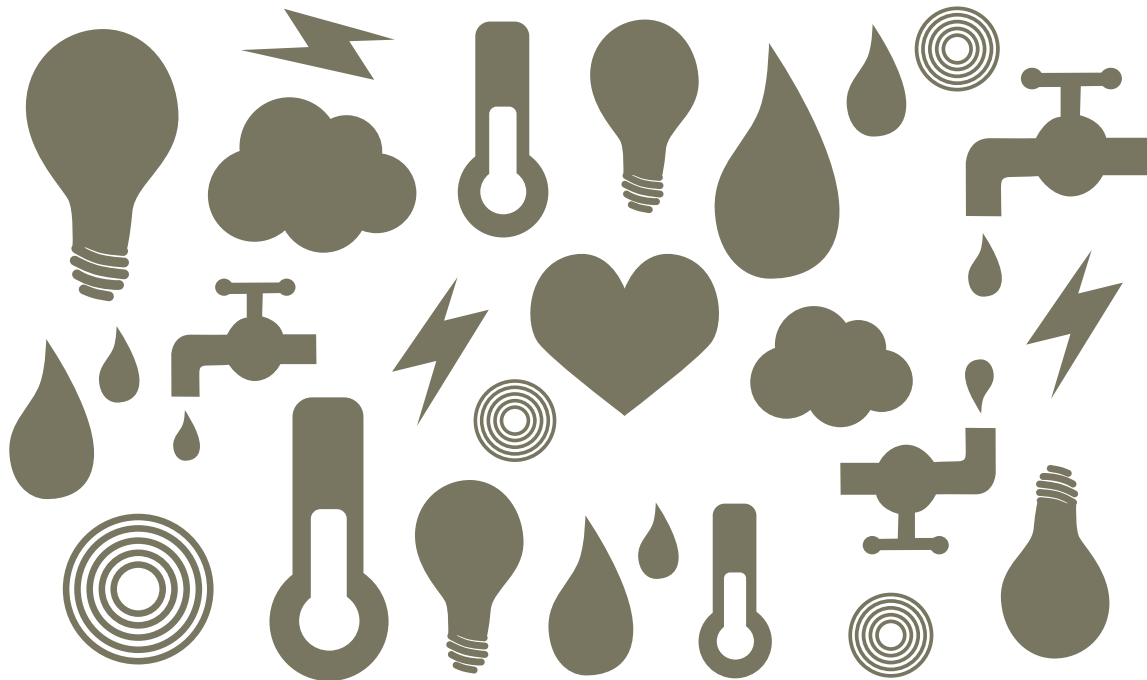
The Neighbourhood Sustainability Framework and Assessment Kit

Part V(c): Interviewer Ethics and Behaviour



Interviewers are required to abide by the following ethical procedures and behaviour:

- Treat all household members and their property with respect.
- Provide information to the interviewee about the interview in order to ensure that interviewees can respond on the basis of informed consent.
- Read out to the interviewee the confidentiality information contained as part of the introduction to the questionnaires.
- Ensure that the consent form is explained to the interviewee and obtain either signed consent, or oral agreement, to participate in the interview. The interviewer is to write his/her own name on each completed consent form.
- Do not force any interviewee to commence or continue with the interview if he/she declines.
- Record all interview data carefully, comprehensively and accurately.
- Treat all interview data as confidential and with care to ensure that no unauthorised person has access to the data.
- Do not talk about any aspect of the interview or the data with anyone except authorised persons.
- Store all completed interview questionnaires securely so that they cannot be accessed by any unauthorised person, or lost.
- Ensure that all questionnaires are forwarded in a timely, orderly and confidential manner to [INSERT NAME]
- Follow the procedures for sending back questionnaires.
- Any vehicle use is your own responsibility. The vehicle must be warranted and registered and the driver must have a current driver's license.



DECLARATION

I have read and understood the Interviewer Ethics and Behaviour guidelines and agree to abide by them.

Signed: _____

Date: _____

Interviewer Name: _____