**Template - Code of Conduct**

This Code of Conduct is a summary of the standard behaviour that we expect from you whilst volunteering with **Organisation Name**. We value and acknowledge the contribution of volunteers and this Code reminds us of our individual and collective responsibilities while representing **Organisation Name**

Following this Code of Conduct is a mandatory condition of your involvement with **Organisation Name** and should be regarded as setting the standard we expect from all volunteers. If you fail to demonstrate our values through your behaviour or communication, it can lead to you automatically being removed from your role. We will explain the process used to address any problems during your induction.

If you are unsure whether a decision or action you are thinking of taking will be against the Code of Conduct, ask your Supervisor, **Supervisor Name**.

By following the Code of Conduct you will be contributing to the success of **Organisation Name**.

**Organisation Name** has a legal responsibility to ensure that whilst you volunteer with us you are protected under our insurance whilst carrying out your role. The tasks you have agreed to undertake are risk assessed and accord with our Health and Safety policy.

**Organisation Name** will ensure that you have been trained to carry out the role, have a clear induction and regular support sessions. You will not be replacing paid staff but will be complementing our offer.

**Organisation Name**’s expectations of volunteers:

* Volunteers are expected to adhere to **Organisation Name** policies on anti-bullying/harassment; safeguarding; GDPR; health and safety; publicity and social media, etc
* Volunteers cannot engage in or promote their own personal, political, cultural, or religious beliefs in their role
* We do not condone language or behaviour that breaches our values: our commitment to equity means that there is zero tolerance to direct or indirect discrimination, stigmatisation or harassment. **Failure to abide by organisation policies in this area will lead to instant removal from your role**.
* Recognise that people can be adversely affected by words and actions and to sensitively challenge inappropriate, offensive, racist or abusive language and behaviour, when safe and appropriate to do so. Inform **Supervisor Name** if instances of such behaviour or language arise.
* As a volunteer you have an obligation to protect confidential or personal information in relation to other volunteers, staff and people you may support.
* You should never discuss or disclose such information to anyone other than the person/s authorised to receive it, both during and after your involvement with the organisation/event.
* Any volunteer found to be engaging in criminal or illegal activity in their role will be referred to the police.
* Alcohol and drug use is not permitted whilst volunteering.
* Undergo all necessary and appropriate training as and when required by **Organisation Name**
* You will contribute to positive team standards by respecting others, by being on time; always being ready to engage; and by being presentable.
* You will be expected to attend and contribute to volunteer meetings – online/in person or with advance input if unavailable.
* Report any near misses, accidents, or incidents immediately.
* Wear any protective clothing/equipment provided to you for your volunteer role and comply with any health and safety rules in force.
* Volunteers will not accept payment in any form except agreed expenses. Gifts from the public should be declared to **Supervisor Name**.

I understand that by accepting a voluntary role with **Organisation Name** I am agreeing to abide by this Code of Conduct.

Failure to comply with the Code of Conduct could result in your volunteering being subject to review in line with our problem solving policy.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

(Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_