|  |
| --- |
| Barnes Common Limited (BCL)  Code of Conduct for Volunteers |

The purpose of the Code of Conduct for Volunteers is to set out standards of behaviour expected from volunteers of BCL to ensure that:

#### the charity is effective, open and accountable;

#### volunteers have productive and supportive relationships with each other and employees and other persons who interact with the charity.

All volunteers should ensure that they have read and comply with this Code of Conduct.

Volunteers should maintain the highest standards of behaviour in the performance of their duties by:

#### Performing their volunteer role to the best of their ability in a safe, efficient and competent way;

#### Following the charity’s policies and procedures as well as any instructions or directions reasonably given to them;

#### Acting in a way that is in line with the purpose and values of the charity and that enhances the work of the charity;

#### Encouraging personal responsibility, acting honestly, responsibly and with integrity;

#### Treating others with fairness, equality, dignity and respect and encouraging open communication;

#### Reporting any health concerns prior, during and after completion of any tasks if not already notified;

#### Raising concerns about possible wrongdoing witnessed by the volunteer in the course of the volunteer’s role with BCL – contact Myszka Guzkowska - Trustee;

#### Arriving on time for any session in order to take part in any housekeeping / H&S briefing ;

#### Observing safety procedures, including any obligations concerning the safety, health and welfare of other volunteers or staff.

#### Addressing any issues or difficulties about any aspect of their role or how they are managed in line with BCL’s Grievance Policy;

#### Declaring any interests that may conflict with their role or the work of the charity (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from Adrian Podmore - Trustee;

#### Keeping confidential matters confidential;

#### Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with BCL returning any such documents, material in their possession;

#### Seeking authorisation before communicating externally on behalf of BCL;

#### Maintaining an appropriate standard of dress and personal hygiene and wearing suitable clothing for the task assigned;

Volunteers are expected NOT to:

#### Bring the charity into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);

#### Seek or accept any gifts, rewards, benefits or hospitality in the course of their role;

#### Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, direct criticism, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, or race);

#### Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering;

#### Provide a false or misleading statement, declaration, document, record or claim in respect of BCL, its volunteers, employees or charity trustees;

#### Engage in any activity that may damage property;

#### Take unauthorised possession of property that does not belong to them.

#### Engage in illegal activity while carrying out their role.

#### Improperly disclose, during or after their involvement with BCL ends, confidential information gained in the course of their role with BCL.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of BCL’s other policies and procedures this may result in the volunteer’s dismissal (please see BCL ‘s Volunteering Policy)

Volunteers acknowledge that no employment relationship is created in the context of their role with BCL.

Review

The board of charity trustees will review the Code of Conduct for Volunteers at 3-year intervals or as appropriate.

Last reviewed: February 2022