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## Code of Conduct for Volunteers Policy

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**Code of Conduct for Volunteers Policy**

The purpose of the Code of Conduct for Volunteers is to set out standards of behaviour expected from volunteers of torc.CFRC. 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:

- Fulfilling their role as outlined in their written **volunteer role description** to a satisfactory standard.
- 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 honestly, responsibly and with integrity.
- Treating others with fairness, equality, dignity, and respect.
- Raising concerns about possible wrongdoing witnessed by the volunteer during the volunteer's role with torc.CFRC and with the Manager/Chairperson.
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made.
- Acting in a way that is in line with the purpose and values of the charity and that enhances the work of torc.CFRC.
- Communicating respectfully and honestly at all times.
- Observing safety procedures, including any obligations concerning the safety, health, and welfare of other people in line with training provided to volunteers.
- Reporting any health and safety concerns.
- Directing any questions regarding torc.CFRC policies, procedures, support or supervision to the Manager of torc.CFRC.
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with torc.CFRC 's grievance procedures.
- Declaring any interests that may conflict with their role or the work of torc.CFRC (e.g. business interests or employment). If any doubt arises as to what

constitutes a conflict of interest, volunteers may seek guidance from the Manager of torc.CFRC.

- 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 torc.CFRC returning any such documents, material in their possession.
- Seeking authorisation before communicating externally on behalf of torc.CFRC
- Maintaining an appropriate standard of dress and personal hygiene.
- Disclosing the fact that they have been charged with or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to the Manager of torc.CFRC. For the avoidance of doubt, volunteers are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to torc.CFRC.

Volunteers are expected **NOT** to:

- Bring torc.CFRC into disrepute (including using email, social media, and other internet sites, engaging with media etc.).
- Seek or accept any gifts, rewards, benefits, or hospitality during 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, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community).
- 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 torc.CFRC, 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 torc.CFRC ends, confidential information gained during their role with torc.CFRC.

- Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of torc.CFRC other policies and procedures this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that torc.CFRC may terminate a volunteer's position without cause.

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

The board of charity trustees will review the Code of Conduct for Volunteers every 3 years or as appropriate. The Manager of torc.CFRC is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

***Revision History***

Revision No.	Approval Date	Document Reference and Changes Made	Name