Mevagh Family Resource Centre

Code of Conduct for Volunteers Policy

Document:	**Code of Conduct for Volunteers Policy**
What is this?	This is Mevagh Family Resource Centre (Mevagh FRC) current Code of Conduct for Volunteers Policy
CRA Code Sections:	3.2, 3.6
Use of Document:	Directors of Mevagh FRC CRA Compliance
Date Approved:	This Policy was approved by the Voluntary Board of Directors of Mevagh FRC at its meeting on 18.11.24
Review Date:	This Policy will be reviewed every 3 years by the Voluntary Board of Directors of Mevagh FRC.

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 Mevagh FRC. 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 in the course of the volunteer's role with Mevagh FRC 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 Mevagh FRC.
- 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 Mevagh FRC's policies, procedures, support or supervision to the Project Manager of Mevagh FRC.
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with Mevagh FRC's grievance procedures.
- Declaring any interests that may conflict with their role or the work of Mevagh FRC (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from the Project Manager of Mevagh FRC.
- 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 Mevagh FRC returning any such documents, material in their possession.
- Seeking authorisation before communicating externally on behalf of Mevagh FRC.
- 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 Project Manager of Mevagh FRC. 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 Mevagh FRC.

Volunteers are expected NOT to:

- Bring Mevagh FRC 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, 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 Mevagh FRC, its volunteers, employees or charity Directors.
- 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 Mevagh FRC ends, confidential information gained in the course of their role with Mevagh FRC.
- Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of Mevagh FRC's other policies and procedures this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that Mevagh FRC may terminate a volunteer's position without cause.

Review

This policy will be reviewed in 3 years or sooner should circumstances change.

Signed: _____ **(Chairperson)** **Date:** 18 / 11 / 24

Signed: _____ **(Director)** **Date:** 18 / 11 / 24

Revision History

Revision No.	Approval Date	Document Reference and Changes Made	Name