

Friends of Rowntree Park Volunteers' Code

What is a Volunteers' Code?

This Code explains the **standards of behaviour** expected from our volunteers. These standards ensure that:

- the charity (the Friends of Rowntree Park or the 'Friends') is operates safely and is effective, open and accountable, and that
- volunteers have productive, respectful and enjoyable relationships with each other and with other people who interact with the Friends.

All volunteers should read this Code and should comply with it whilst they volunteer for us; there's a space below for you to sign.

Communication and working together

As one of our volunteers, you will:

- Treat others with fairness, equality, dignity and respect
- Act honestly, responsibly and with integrity
- Act in a way that is in line with the purpose and values of the Friends and that enhances the work of the charity
- Keep confidential matters confidential
- Declare any interests that may conflict with your role or with the work of the charity (e.g. business interests or employment). If in doubt about what constitutes a conflict of interest, you should seek guidance from the Trustees
- Direct any questions regarding the Friends' policies, procedures, support or supervision to your volunteer leader or to a Trustee
- Exercise caution and care with any documents or material, containing confidential information and return any such documents/material, at the end of your involvement with the Friends;
- Seek approval before communicating externally on behalf of the Friends

Fulfilling your role

As one of our volunteers, you will:

- Fulfil your role as in the written **volunteer role descriptions**, and in line with plans agreed by the Friends' committee
- Perform your volunteer role safely and to the best of your ability
- Follow the charity's policies and procedures as well as any instructions or directions given by volunteer leaders
- Observe safety procedures, including any obligations concerning the safety, health and welfare of other people, in line with your induction and training
- Follow through on your commitments and provide sufficient notice if you will not be available so that alternative arrangements can be made

- Agree any spending plans with the Treasurer, in advance, and only request reimbursement in line with budgets agreed by the Treasurer and Committee

If you have any concerns:

We ask our volunteers to:

- Raise any concerns with their volunteer leader or a Trustee
- Address any issues or difficulties about any aspect of their role or how they are managed, in line with the Friends' grievance procedures
- Report any health and safety concerns

We ask our volunteers 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 (eg verbal or physical abuse, assault, bullying, discrimination or harassment)
- Be affected by alcohol or drugs which will affect their ability to carry out their duties and responsibilities while volunteering
- Provide a false or misleading statement, declaration, document, record or claim in respect of the Friends, 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 the Friends ends, confidential information gained in the course of their role with the Friends.

Where a volunteer is found to be in breach of this Code or any of the Friends' other policies and procedures, this may result in the volunteer being removed from their position.

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

The Trustees will review the Volunteers' Code at three-year intervals or as appropriate. The Trustees are responsible for ensuring that this policy is implemented effectively.

I've read the Code and I'm happy to join in with these values and principles, while I volunteer for the Friends:

Signed

Name

Date