

DISABILITY POSITIVE VOLUNTEER CODE OF CONDUCT

Revision History

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1 POLICY STATEMENT

The Code of Conduct policy outlines the required standard of acceptable conduct and behaviour that is expected in the performance of duties and interactions in the workplace. This required standard of acceptable conduct and behaviour supports **Disability Positive** (*hereinafter referred to as the “Company”*) ability to maintain public trust and confidence in the integrity and professionalism of the Company’s ethos, and the services provided to the community

The Code of Conduct policy and the behaviours outlined also govern the way in which Company volunteers relate to colleagues, stakeholders and customers.

However, the Code of Conduct policy is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in the workplace.

2 PURPOSE

The purpose of this policy is ensure all volunteers behave appropriately and practice standards of professional and personal conduct that are consistent with the Company’s values and uphold the public reputation of the Company.

3 SCOPE

This policy applies to all volunteers within the Company. Adherence to this policy is mandatory and non-compliance could be treated as a serious matter which will usually result in terminating your volunteering agreement.

4 GENERAL

- I will abide by the policies and procedures of the Company. This includes having knowledge of the contents of the volunteer handbook and all relevant policies and procedures.
- I will conduct myself in accordance with the Nolan Principles of Behaviour: selflessness, integrity; objectivity, accountability, openness, honesty, leadership, see **Appendix 1**
- I will live the values of the Company.
- I will support the Company’s Strategy, championing it, using any skills or knowledge I have to further the objectives of the Company.
- I will respect Company and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of the Company.
- I will use the Company’s resources responsibly, and when claiming expenses will do so in line with the Company’s expenses policy.
- I will seek to be accountable for my behaviour and actions as a volunteer.
- I will value and respond to feedback.
- I will communicate and share relevant knowledge.
- I will complete all mandatory training required by the Company.

5 INFORMATION

- I will abide by all Data Protection (GDPR compliant) policies and procedures of the Company.
- I will protect confidential information.
- I will only access confidential information when it is required as part of my role.
- I will not use confidential information for any unofficial or non-work purposes.
- I will only release confidential information if authorised to do so, in line with established policies and procedures. As a guideline, volunteers shall not give personal information unless:
 - Required to do so by law.
 - Appropriate authority has been granted to release the information.
 - The information is officially available to the public and is released in accordance with the Company's procedures.

6 MANAGING INTERESTS

- I will act in the best interests of the Company as a whole, and not as a representative of any group – considering what is best for the Company and its present and future beneficiaries and avoiding bringing the Company into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the Company.
- Where there is a conflict of interest I will ensure that this is managed effectively in line with the Company's **Conflict of Interest policy**.
- I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

7 MEETINGS

- I will attend all appropriate meetings and other appointments on behalf of the Company or give apologies.
- I will prepare fully for all meetings. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and endeavouring to complete any tasks assigned to me in the agreed time.

8 WORKING RELATIONSHIPS

- I will work considerably and respectfully with all those I come into contact with at the Company.
- I will be professional in my dealings with customers and colleagues.
- I will respect diversity, different roles and boundaries, and avoid giving offence.
- I will not make public comments about the Company unless authorised to do so. Any public comments I make about the Company will be considered, and in line with Company policy.



9 RESPONSIBILITIES

The Company expect all volunteers to take personal responsibility for the application of this policy. As part of your induction, you are expected to read and familiarise yourself with this policy, ensure that this policy is properly observed and fully complied with. The Company will also ensure that all volunteers are provided with the time, resources and support to learn and understand the code of conduct expectations.

APPENDIX 1

NOLAN PRINCIPLES

The fundamental values that underpin all the activity of this Company are identified in the Nolan principles of behaviour:

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.