



# Volunteering Code of Conduct

This code of conduct is intended to confirm the expectations of both the Council and the volunteer in respect of the volunteering opportunity offered.

Our commitment to you is that we try to make sure your volunteer experience with the Council is a productive and rewarding one by:

- providing adequate information, learning opportunities and assistance for the volunteer to be able to carry out their volunteer role.
- Ensuring satisfactory supervisory support is provided to the volunteer and to provide feedback on performance.
- Respecting the skills, dignity and individual needs of the volunteer, and to do our best to adjust any individual requirements.
- Being receptive to any comment from the volunteer regarding ways in which might mutually better accomplish our respective tasks.
- Treating the volunteer as an equal partner in respect of completion of any objectives and the fulfilment of its mission.

The Volunteer confirms that:

I will:

- Work with Council staff, contractors, and members of the public and fellow volunteers in a safe, productive, positive, and non-discriminatory manner.
- Follow all health and safety instructions issued to me in the course of my volunteering role and attend relevant training.
- Perform my voluntary duties to the best of my ability
- Inform my supervisor if I feel any task is beyond my ability
- Notify my supervisor of any circumstances that may affect my ability to volunteer, e.g. medical conditions etc.
- Comply with all guidelines, policies and procedures notified to me in relation to my volunteering role as deemed relevant by the supervising/coordinating officer. (These could include for example: health and safety, data protection and confidentiality, equal opportunities and the safeguarding of children and vulnerable adults)
- Use the Council’s computer systems and information technology appropriately and responsibly if required for my role and to abide by any ICT codes of practice and procedures made known to me.

Signed ..... Volunteer.

Signed..... For and on behalf of the Organisation

**Please note:** The Council expects you as a volunteer to give your supervisor advance notice if you wish to cease volunteering at any time, whenever possible.