



Art in Poundbury CIC Code of Conduct for Volunteers Agreement

The purpose of the Code of Conduct for Volunteers is to set out standards of behaviour expected from volunteers of Art in Poundbury CIC. 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:

- Performing their volunteer role to the best of their ability in a safe, efficient and competent way.
- Following the Art in Poundbury CIC'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 Art in Poundbury to Community Volunteer Coordinator volunteer@artinpoundbury.co.uk
- 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 Art in Poundbury CIC and that enhances the work of the company.
- 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 Art in Poundbury's policies, procedures, support The Artistic Director / Community Volunteer Coordinator ;
- Declaring any interests that may conflict with their role or the work of the company (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from Art in Poundbury's Directors.
- 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 Art in Poundbury returning any such documents, material in their possession.
- Seeking authorisation before communicating externally on behalf of Art in Poundbury

Volunteers are expected NOT to:

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

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

The directors of Art in Poundbury CIC will review the Code of Conduct for Volunteers at 3-year intervals or as appropriate.

Volunteer Acceptance:

Volunteer Signed:

Name

Date

Director Art in Poundbury : Signed

Name

Date