Volunteer Code of Conduct: Template

*Information in this document is provided for guidance only.*

Purpose

Here, we suggest you state the overall purpose of your organisation and how and why volunteers are involved. An example of an overarching purpose statement would be:

*At* ***[organisation name]*** *we expect the highest level of personal conduct from all staff, workers and volunteers, regardless of position.* ***[Organisation name]*** *is a friendly and open place to work and we achieve this through a balance of office culture and sense of humour. This culture must not interfere with upholding high levels of professionalism in all areas.*

Principles

State your organisations values here.

**(Example text):**

*The following principles form the core of our vision, core values and business plan. Failure to adhere to these principles may result in disciplinary action being taken.*

**Example values:**

* *Honesty, integrity and fairness*
* ***[Organisation name]****’s interest and reputation should be upheld at all times*

**(Suggested examples*)***

* Attend your volunteer shift on time
* Carry out the duties of the role for which you were recruited
* Work the number of hours as agreed with your Volunteer Coordinator/Manager
* Behave in a way that is respectful, supportive and cooperative to colleagues both in person and via email and phone (detail other means of communication where applicable, e.g. via Whatsapp group, text, social media etc.)
* Clean up after yourself and keep the work area a safe and comfortable place to work
* Treat other areas/offices that you work in with the same respect
* Attend your volunteer shift in a suitable condition to carry out your duties effectively (e.g. not under the influence of alcohol or illegal drugs)
* Dress appropriately for the type of work you will be doing
* Understand and follow [organisation name]’s volunteer policies and processes (name the policies and processes here if you can, e.g. IT Usage, reimbursement process, complaints process)
* Not to remove company property unless directed to/permission gained through your Volunteer Coordinator
* Not to intentionally misuse or damage the organisation’s property

**Working relationships**

**(Suggested example text)**

*It is important that you treat your colleagues, including other volunteers, employees and contractors, and everyone you meet during your work with respect. We expect you to treat them in a courteous, fair and equal manner.*

*We expect you to be supportive to your colleagues and behave in a way which enhances the performance and effectiveness of* ***[organisation name].*** *Harassment, bullying, victimisation and other actions and behaviours which undermine the wellbeing of your colleagues will not be tolerated.*