

DALGETY COMMUNITY TRUST – MEMBER’S/VOLUNTEER’S CODE OF CONDUCT

This Code of Conduct (the Code) describes the conduct expected of individuals who are carrying out tasks as a volunteer on behalf of the Dalgety Community Trust (the Trust), either as a member of the Trust or as a member of the public. The Code exists to ensure Trust business is conducted in a constructive and civilised manner and to protect other volunteers and Directors of the Trust. The Trust recognises the importance of the participation of all its volunteers and will take all reasonable steps to ensure that all participants are supported and valued for their contributions.

As a Trust volunteer, your behaviour and actions must be governed by the principles set out in this Code. It is your responsibility to ensure that you are familiar with, and comply with, all the relevant provisions of the Code. The Trust will decide what, if any, action to take if any volunteer is found by the Directors of the Trust to be in breach of this Code (or any of the Trust’s other policies or procedures), which may include termination of the volunteer’s position.

Volunteers will:

1. Treat other volunteers/Directors fairly, respecting each other and acting in compliance with equal opportunities legislation.
2. Behave in a constructive, civilised and responsible manner in their relationships with everyone and ensure that equality of opportunity is given to every volunteer/Director to have their knowledge, skills and experience taken into account. Correct treatment of everyone we deal with is a prerequisite for the prosperity of the Trust.
3. Permit others to express themselves and understand that all views are important even if they are not the same as their own.
4. Inform the Chair or Secretary of the Trust if, in their view, any conduct issues arise from the contributions of any volunteer/Director or there is a concern that they or any other volunteer/Director of the Trust are being asked to act in contravention of this Code.
5. Not bring the Trust into disrepute and not accept any gift, hospitality or inducements which may be seen to influence or are intended to influence volunteers’ opinion or judgement.
6. Ensure the safeguarding of Trust funds and the proper custody of assets which have been Trust funded. You must also comply with any rules set by the Trust regarding remuneration, allowances and expenses.
7. Respect the confidentiality of any information that has been shared with the Trust on a confidential basis and ensure that all information is handled with dignity, discretion and in compliance with Data Protection legislation. Data shared with the Trust will not be used for personal, malicious or corrupt purposes.
8. Ensure that no conflict arises, or could reasonably be perceived to arise, between your Trust duties and your private interests, financial or otherwise.
9. On matters directly related to the work of the Trust, you should not make political statements or engage in any other political activity.
10. This Code applies to all Trust-related business on all social media as well as written or spoken communication.
11. Performing their volunteer role to the best of their ability in a safe, efficient and competent way;
12. Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
13. Observing safety procedures, including any obligations concerning the safety, health and welfare in line with any training or instructions provided to volunteers and reporting any related concerns.