

Restore's Code of Conduct for volunteers

The purpose of the code of conduct for **'Volunteers'** is to set out standards of behaviour which are expected from a volunteer working with Restore.

All volunteers should ensure that they have read and comply with this Code of Conduct.

Volunteers should maintain the highest standards by:

- Treating others with respect, equality, dignity and fairness.
- Acting in a way that is in line with the purpose and values of the Restore.
- Performing their volunteer role to the best of their ability in a safe, efficient, and competent way.
- Acting honestly, responsibly and with integrity.
- Raising any concerns about possible wrongdoing witnessed by the volunteer in the course of the volunteer's role to Restore.
- Communicating respectfully and honestly at all times.
- Reporting any health and safety concerns to Restore.
- Keeping confidential matters confidential.
- Exercising caution and care with any documents, material or devices, containing confidential information.
- Seeking authorisation before communicating externally on behalf of Restore.
- Maintaining an appropriate standard of dress and personal hygiene.
- Disclosing the fact that they have been charged with, or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to Restore. For the avoidance of doubt, volunteers are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to Restore.

Volunteers are expected NOT to:

- Bring Restore 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 volunteering.
- 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).
- Take money to purchase items, but purchase items and then on show of receipt accept repayment.
- 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 Restore or its volunteers or Directors.
- Engage in any activity that may damage property.
- Engage in illegal activity while carrying out their role.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of Restore's other policies and procedures this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that Restore may terminate a volunteer's position without cause.

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

The directors of Restore will review the Code of Conduct for Volunteers at 3-year intervals or as appropriate.