

Volunteer Code of Conduct

This code of conduct is for all volunteers.

Volunteers must:

- Understand that you are a representative of the Trust when volunteering with us and therefore your behaviour should reflect our values
- Adhere to our health and safety advice and guidance:
 - Report accidents, incidents or near misses
 - Always be alert for hazards and potential hazards that might cause accidents to you or others
 - Report any health and safety issues which could affect you or those around you
 - Wear relevant PPE and check that it is in proper working order
- Treat all property with care and respect, using items only for their intended purpose
- Not use any machinery or equipment that you have not been trained to use
- Inform a member of staff/the volunteer in charge, if you feel uncomfortable, for whatever reasons, carrying out an assigned task
- Operate without prejudice to race, age, gender, ethnicity, disability, physical and mental health, sexuality, status, cultural background, residency status or religious beliefs
- Treat staff, volunteers, the public and our partners with dignity and respect at all times, both in person and in any correspondence. We are committed to maintaining a safe, inclusive, and respectful environment for everyone and bullying, harassment, discrimination, intimidation, or abusive behaviour of any kind will not be tolerated.
- Bring anything of concern to the attention of staff as soon as possible
- Be aware of issues of confidentiality – respecting personal or sensitive information that you may have access to even if you leave your voluntary role
- Comply with our IT security and access policies where you have been granted access
- Use Assemble responsibly and only for authorised volunteering purposes. Respect the confidentiality of personal information, comply with data protection requirements, and do not share, misuse, or access information beyond what is necessary for your volunteer role.

Under no circumstances must volunteers:

- Put yourselves or others at risk
- Behave in any way that is illegal or could jeopardise the work or reputation of Cornwall Wildlife Trust
- Accept gifts, hospitality or any other benefit, where the purpose of the giver is to use undue influence on you, or to seek benefits from you, that you could only bring because of your involvement as a volunteer
- Misuse your position of trust and responsibility as a volunteer