

Volunteer Code of Conduct

Introduction - The WEA welcomes and values the contribution of members and volunteers who enhance the learning experience of our students. The WEA wants volunteers to have a positive experience in a supportive environment. This Volunteer Code of Conduct is intended to establish such an environment and to help prevent or deal speedily with issues should they arise. Please be assured, we have your best interests at heart!

Guidance - WEA members and volunteers are subject to the WEA Governing Documents, which are the WEA Articles of Association and WEA Regulations including Financial Regulations. As with Staff, the WEA expects a certain level of conduct from volunteers as laid out in the Guidance below:-

1. Please be reliable, honest and mindful, upholding the WEA's values and reputation by acting in the WEA's best interests inside and outside the organisation:-

- Avoid inflammatory or offensive comments about individuals or organisations including the WEA – this especially applies when using social media and websites whether for the WEA or privately.
- Ensure you are aware of your responsibilities within WEA Regulations, particularly around finance - if in doubt seek advice from WEA staff.
- Please avoid participation in activities which could damage WEA's reputation and public standing, for example:-
 - Political activities when 'acting' on behalf of the WEA, including communicating opinions to MPs/MSPs or other organisations and when using the WEA logo or resources.
 - Activities which may be against the law, resulting in conviction or caution.
 - Membership of organisations whose ethos is considered contrary to that of the WEA.
 - Visiting inappropriate websites and/or sharing offensive material or personal images.

2. Carry out your volunteer role to the best of your ability, aiming to meet mutually agreed time commitments and standards as determined by your designated member of staff:-

- Co-operate with and follow all reasonable instructions which apply to you.
- Keep in contact as agreed with your designated member of WEA staff, letting them know in good time (at least 24 hours) if you are unable to carry out your volunteer role.
- Keep your designated member of WEA staff informed of any changes in address / next of kin or other personal details.
- Disruption of the work of WEA staff or other WEA members and volunteers should not occur.
- Reporting for, or carrying out your volunteer role under the influence of alcohol, or other recreational drugs or substances is not acceptable.

3. Have respect for others, treating everyone you meet with courtesy and respect at all times. WEA has a zero tolerance policy where instances of unacceptable behaviour occurs:-

- So that we can all work together for the benefit of the organisation, respect the roles of WEA staff, as they respect your role and duties.
- Express your views openly, but courteously and respectfully in all your dealings, including within and outside of meetings.
- It is never acceptable to take part in any form of physical violence, bullying or harassment.
- Avoid the use of abusive and offensive language, verbal or written,
- The WEA has an Equality & Diversity Policy please ensure your behaviour accords with this.

4. At all times respect confidentiality, by protecting WEA information, records or data you use in your volunteer role, even after your volunteering role has come to an end:-

- Please do not disclose information that is confidential about the WEA, its staff, students or other members and volunteers except where there is a safeguarding or 'Prevent' issue, or where there is an issue provided for in the WEA Whistle-blowers' Policy or the Public Interest Disclosure Act. If in doubt seek advice and guidance.
- Remember the WEA is governed by the principles enshrined in the 2018 General Data Protection Regulations. (GDPR)

5. Comply with all arrangements to ensure the health, safety, welfare and security of WEA staff, students, members and volunteers, premises and property:-

- Report any loss or damage to WEA property to your designated member of WEA staff
- Please don't remove or attempt to remove any items of WEA property, without permission from your designated member of WEA staff.
- Don't wilfully commit or attempt to commit an act which may endanger people or property or which breaches safety rules, WEA policy or legislation.

6. Seek to understand and comply with WEA regulations and policies in all aspects when carrying out your volunteer role (whether in WEA premises or other places), in relation to WEA staff, students and other members and volunteers -seek advice from your designated member of WEA staff:-

Relevant WEA policies to be aware of are – Volunteer Policy; Volunteer Expenses Policy; Finance Regulations; Branch Financial Regulations; Health & Safety Policy; Safeguarding Policy and the Prevent Duty; General Data Protection Regulation (GDPR) Policies; Equality and Diversity Policy; Computer Use Policy; Fraud, Bribery and Corruption Policy.

7. Protect yourself from conflict of interest by not taking part in activities which may result in a conflict of interest, seek advice from your designated member of WEA staff:-

- Understand and comply with the WEA Earnings Limit for Volunteers
- It is essential you declare any interests outside of the WEA that may conflict with those of the WEA.
- The use of WEA equipment or materials, or other resources on WEA premises, is for stated purposes, please do not use for any purpose other than that intended and authorised by the WEA.
- Do not enter into any contract on behalf of the WEA without permission.
- It breaches your involvement with the WEA to falsify documents, contracts, records, or expenses or defraud or attempt to defraud the WEA.

- Your position is privileged, so please do not engage with the WEA for any kind of private benefit (including financial) to you or others, this includes soliciting or accepting gifts which might be considered a bribe.
- Make sure you pass on all donations given for the WEA, to your designated member of WEA staff for recording purposes.
- You must not accept money or gifts for your personal use.
- Seek permission if you want to use the WEA's name for events (including fundraising events)
- You should not use the WEA name or logo to start companies, unless this has been authorised by a designated member of the WEA Staff.

Date

Volunteer Signature

Full Name (printed)

Counter signed

Full Name (printed)