

Ruth Strauss Foundation Volunteer code of conduct

The Ruth Strauss Foundation (RSF) strives to ensure that all those engaged with the charity, be it beneficiaries, event attendees, volunteers and staff have a supportive experience. This Code of Conduct sets out our expectations of volunteers, as RSF ambassadors, as well as staff and representatives, so you are clear on what support you will receive from the team, so we all have a positive experience.

When you volunteer for us, you agree to the following:

1. You are acting as an ambassador for the Ruth Strauss Foundation and take full responsibility for actions as a representative of the Foundation. This includes, but is not limited to:
 - not using your position to intimidate, bully, threaten, discriminate against, coerce or undermine anyone you come into contact with during your work with the Foundation.
 - not using a relationship with a beneficiary, donor, or their family, for your personal gain;
 - not carrying out your role while negatively affected by alcohol, solvents, drugs or 'legal highs'
 - not engaging in behaviour that would negatively affect the reputation of the Foundation.
2. You will demonstrate proper personal and professional behaviour at all times. This high standard of professionalism will also apply to use of and posting on personal social networking sites during, or following, you taking part in any related activities.
3. You will comply with any uniform guidelines, which we will tell you about in the briefing document we provide. If we want you to wear any RSF merchandise, this will be provided.
4. You will comply with event accreditation guidelines when applicable. You will respect the guidelines given and understand that any breach of third-party accreditation guidelines could result in action being taken by the third party, which may include removal from their premises.
5. You will behave appropriately with regards to language, temper and punctuality, refraining from any form of harassment of others or behaviours which may bring the Ruth Strauss Foundation into disrepute.
6. You will behave constructively in briefings or training meetings and not undermine decisions made by the Ruth Strauss Foundation through obstructive behaviour.
7. You will be respectful towards your peers, treating them how you would want to be treated yourself.
8. You must be aware of, and understand, the Ruth Strauss Foundation Safeguarding policy. You understand that everyone at RSF, including volunteers, must work together to safeguard and promote the wellbeing of children and adults at risk. You must report to the Designated Safeguarding Lead any incidents or concerns that cause you to believe that a child or adult is at risk of harm.
9. You must disclose any unspent convictions to the Foundation. You also agree to disclose the details of any investigation by a statutory agency you are knowingly the subject of relating to a child or adult at risk.
10. If you are involved in any personal information handling or have any access to RSF-related personal information or systems, you must comply with our information security and data protection policies, and complete any relevant training, which we will provide you.
11. You understand that any suspected breach of this code of conduct could lead to us sending you home, taking disciplinary action, and / or making a referral to statutory authorities if necessary. This would likely also put at risk or prevent you from taking up future opportunities as a volunteer with the Foundation.

As a volunteer you can expect the following from us

- Opportunities to use your talents and skills to support the work of the Ruth Strauss Foundation, and to be given a role that best suits your skills and interests.
- To be listened to and for us to respond to your feedback, queries or complaints promptly.
- To be given clear and concise information about what is expected of you and advice on how to best complete your duties as a volunteer, including health and safety guidance.
- To be treated with respect and consideration by other volunteers and Foundation staff, receiving equal opportunities, recognition and appreciation for your contributions.
- The chance to meet people, make friends, and feel an important member of the team contributing to our cause.

I understand that by accepting the volunteer role I confirm I have read and understood this code of conduct and agree to comply fully with it.