

Ponteland Community Partnership (PCP)

Volunteer Code of Conduct

These are our detailed policies regarding volunteers at the Ponteland Community Partnership (PCP). These policies cover the definition of a volunteer, confidentiality, copyright issues, when additional screening is necessary, inappropriate communications, when volunteers can represent the Virtual Volunteering Project, online safety, ending your role as a volunteer with the Project and dismissal of a volunteer.

This Code of Conduct is based on the Nolan Principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The PCP reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Honorary Officers, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Honorary Officers.

Definition of 'Volunteer'

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the PCP. A "volunteer" must be officially accepted and enrolled by the PCP prior to performance of the task.

Volunteers Under 18

If you are under 18, you will need parent consent to volunteer for a project and for most projects you will need a parent, guardian or responsible adult to accompany you on the project. Parents are invited to view our website for project details and can contact us via the website www.pontelandcommunitypartnership.co.uk

Volunteering at the Discretion of the PCP

The PCP accepts the service of all volunteers with the understanding that such service is at the sole discretion of the PCP. Volunteers agree that the PCP may at any time, for whatever reason, decide to terminate the volunteer's relationship with the group.

The volunteer may at any time, for whatever reason, decide to end the volunteer's relationship with the PCP. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor or leader.

Representing the Volunteering Project

Volunteers are asked to not contact organisations or individuals on behalf of the Volunteering Project unless they are given express written directions to do so by the Honorary Officer. Prior to any action or statement which might significantly affect or obligate the PCP, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organisations, or any agreements involving contractual or other financial obligations. Volunteers are authorised to act as representatives of the agency as specifically indicated within their PCP roles and only to the extent of such written specifications.

Confidentiality

The PCP is required to observe high standards of business and personal ethics in the conduct of their volunteering. As representatives of the PCP we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a volunteer or other person involved with the PCP business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the PCP.

Screening/Reference Checks

For some tasks, volunteers must submit samples of work and professional references. If such is required, it will be outlined in the task description.

Copyright/Ownership Issues

All volunteers of the PCP hereby grants non-exclusive permission to Ponteland Community Partnership for use of any materials produced for the Projects, including graphics materials, web page designs, narratives, research, compilations, instructional texts, etc., becomes the property of the Ponteland Community Partnership Project upon submission. Volunteers will receive credit on the PCP website for these and other contributions.

Reporting Responsibility

The PCP encourages volunteers to raise any serious concerns internally so that the Ponteland Community Partnership can address and correct inappropriate conduct and actions. It is the responsibility of all members (volunteers) to report any concerns they may have to any of the Honorary Officers.

Contacting Other Volunteers

Occasionally, volunteers will need to contact other volunteers with regard to their activities with any PCP Projects. We expect all such communications among volunteers to follow respectful guidelines. Other than email addresses, the PCP will not share contact information about a volunteer with another volunteer without the express consent of all

parties involved. We encourage volunteers to use common sense when communicating with other volunteers -- or anyone -- online. We suggest your following this rule: don't reveal anything about yourself online to someone that you would not feel comfortable revealing.

Inappropriate Communications

If at any point you receive any e-mail that you feel is inappropriate, for any reason and you believe you have received it in conjunction with your involvement with volunteering, please forward the email and other details about the communication to the Vice chair or Chairman.

Online Safety

The safety of our PCP volunteers is important. The PCP will not release a volunteer's phone number, age or other personal information to anyone outside of our organisation or to other volunteers without that volunteer's written permission to do so.

Anti-Virus Software

The nature of online volunteering means a lot of contact between computers -- e-mails, attachments, transfers of files, etc. Because of this interaction, volunteers and organisations can be at risk for transmitting computer viruses between each other. All online volunteers should have anti-virus software installed on any computer they use in conjunction with the PCP communication. The PCP has anti-virus software on its computer systems, and updates this software regularly. Computer virus protection for your own computer is your responsibility.

Ending Your Volunteer Role

You can cease volunteering with the PCP at any time however as a small group it would be appreciated if some notice could be given.

Dismissal of a Volunteer

Volunteers who do not adhere to the Policies and procedures of the PCP are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with a member of the Honorary Officers. Possible grounds for dismissal may include: gross misconduct or lack of respect towards others, theft of property or misuse of PCP materials, abuse or mistreatment of other volunteers, failure to abide by PCP policies and procedures.

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