

Our health and well-being matter |

### **Introduction**

This Volunteer Code of Conduct outlines our expectations for all volunteers regarding their behaviour and responsibilities while working on behalf of Friends of Leacroft (FoL), in accordance with the principles set out in its constitution. It is important that volunteers understand and adhere to these guidelines to maintain a positive and productive environment.

### **Professionalism**

All volunteers are expected to conduct themselves professionally at all times. This includes treating colleagues, patients, and partners with respect, maintaining a neat and appropriate appearance, and acting in a manner that reflects positively on the organization.

### **Confidentiality**

Volunteers must respect the confidentiality of sensitive information they may from time to time have access to. Any unauthorized disclosure or use of confidential information is strictly prohibited.

### **Conflict of Interest**

Volunteers should avoid situations that create a conflict of interest between their personal interests and the interests of the organization. If a conflict arises, volunteers must disclose it promptly.

### **Anti-Discrimination and Harassment**

We are committed to providing an environment free from discrimination, harassment, and retaliation. Volunteers must treat others with fairness, respect their diversity, and refrain from engaging in any form of discriminatory or harassing behaviour based on race, colour, religion, gender, sexual orientation, age, disability, or any other protected characteristic.

### **Compliance with Laws and Regulations**

Volunteers must comply with all applicable laws, regulations, and legal obligations related to the activities/responsibilities. Any illegal activity or violation of these laws can have serious consequences.

### **Reporting Violations**

If a volunteer becomes aware of any violations of this code of conduct or witnesses any unethical behaviour, they should report it immediately to the Chairperson of the Committee and/or other officer. Retaliation against individuals reporting violations in good faith is strictly prohibited.

### **Conclusion**

By signing below, I acknowledge that I have read, understand, and agree to abide by the guidelines outlined in this Volunteer Code of Conduct.

Date: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

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