

# Volunteer Code of Conduct

This Code of Conduct sets the out standard of behaviour which is expected from all Yorkshire Wildlife Trust volunteers and outlines the commitments which will be made by Yorkshire Wildlife Trust. All volunteers are required to read and comply with this Code of Conduct.

By making our commitments and standards clear, we hope to ensure that your volunteering experience with us a positive and rewarding one.

## Yorkshire Wildlife Trust are committed to:

### 1. Induction and training

- We will provide a thorough induction on the work of Yorkshire Wildlife Trust, its staff, your volunteering role and the training necessary to assist you in meeting the responsibilities of your volunteering role, the [Volunteers' Handbook](#) provides full details of the organisation.

### 2. Supervision, support, and flexibility

- We will provide a named volunteer manager who will meet with you regularly to discuss your volunteering, offer support and guidance and address any issues that may arise.
- We will do our best to help you develop in your volunteering role with us and to remain flexible in how we use your volunteering.

### 3. Health and safety

- We will provide adequate training in support of our Health and Safety Policy and Procedures, details of which can be found in the Volunteers Handbook. A copy of the Health and Safety Policy can be made available upon request.
- We will provide relevant Safeguarding training in support of our Safeguarding Policy, details of which can be found in the Volunteers' Handbook.

### 4. Insurance

- We will provide adequate insurance cover for all registered volunteers whilst they are undertaking the voluntary role approved and authorised by us.

### 5. Equal opportunities

- We will ensure that all volunteers are treated in accordance with our Equal Opportunities Policies, as set out in the Volunteers' Handbook.

### 6. Paying expenses

- We will reimburse any expenses incurred by you in doing your voluntary role in accordance with the procedures set out in the Volunteers' Handbook and by agreement of your volunteer manager.

## **7. Responding to feedback**

- We will endeavour to resolve any problems, complaints or difficulties which may be encountered while you volunteer with us in accordance with our Volunteer Feedback Policy and associated procedures, the details of which are set out in the Volunteers' Handbook

### **In return, you must:**

1. Help Yorkshire Wildlife Trust fulfil its aims and objectives by performing the tasks and undertaking the responsibilities as outlined in your role description (issued at recruitment) to the very best of your ability.
2. Inform your Volunteer Manager immediately if you feel that you have not received the information, training or equipment necessary to carry out your role as described, or if you encounter any problems in the course of your volunteering.
3. Adhere to the organisation's policies and procedures at all times, including our Health and Safety, Safeguarding and Equal Opportunities policies and procedures.
4. Demonstrate our organisational values and expected behaviours of Courage, Responsibility, Integrity, Trust and Respect.
5. Ensure that no illegal or criminal misuse of Trust assets takes place.
6. Respect the confidentiality of the information which you may become privy to whilst volunteering for the Trust.
7. Provide the details of referees who may be contacted as part of the recruitment process, and to agree to a Disclosure and Barring Service check being carried out where necessary.

**If a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any other Trust policies and procedures, this may result in the volunteer's role being terminated.**

**The Volunteer Code of Conduct is not intended to be legally binding contract between us and may be cancelled at any time at the discretion of either party. Volunteers acknowledge that no employment relationship is created in the context of their role with Yorkshire Wildlife Trust either now or at any time in the future.**