

Governance Documentation of **East Coast Pride**

Code of Conduct
East Coast Pride

Version 1.0

Introduction

The essential resource of any organisation is its people. Volunteers and staff (both event staff and staff from partner organisations) play an essential part in implementing East Coast Pride's work. The management team are responsible for providing leadership to volunteers. This includes supporting and valuing the contribution volunteers make to the aims and objectives of the group and promoting standards of behaviour as outlined in this document.

East Coast Pride management team should support volunteers in carrying out their duties and always serve as an example of how everyone should conduct themselves to reflect the values of East Coast Pride.

What is a Code of Conduct?

A code of conduct for volunteers and staff defines the standards of behaviour expected of volunteers to ensure that:

1. East Coast Pride is effective, open and accountable,
2. Volunteers and staff have productive and supportive relationships with each other, the management team, and others who interact with East Coast Pride. The purpose of the Code of Conduct is to set out standards of behaviour expected from volunteers and staff of East Coast Pride. All volunteers and staff should ensure they read and comply with this Code of Conduct.

Volunteers and staff should maintain the highest standards of behaviour in the performance of their duties by:

1. Fulfilling their role as outlined in their written role description to a satisfactory standard.
2. Performing their volunteer role safely, efficiently, and competently to the best of their ability.
3. Following East Coast Pride's policies and procedures and any instructions or directions reasonably given to them.
4. Acting honestly, responsibly and with integrity.
5. Treating others with fairness, equality, dignity, and respect.
6. Raising concerns about possible wrongdoing witnessed by the volunteer during their role with the East Coast Pride management team.
7. Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made.
8. Acting in a way that aligns with the purpose and values of East Coast Pride and to positively enhance our work.
9. Constantly communicating respectfully and honestly.

10. Observing safety procedures, including any obligations concerning the safety, health, and welfare of other people in line with training provided to volunteers.
11. Reporting any health and safety concerns.
12. Direct any questions regarding East Coast Pride's policies, procedures, support, or supervision to the management team.
13. Addressing any issues or difficulties about any aspect of their role or how they are managed in line with East Coast Pride's complaints procedures.
14. Declaring any interests that may conflict with their role or the work of the East Coast Pride (e.g. business interests or employment). Volunteers and staff may seek guidance from the management team if any doubt arises about what constitutes a conflict of interest.
15. Keep confidential matters confidential.
16. Exercising caution and care with any documents, material or devices containing confidential information, and at the end of their involvement with East Coast Pride, any such documents or materials in their possession should be returned.
17. Seeking authorisation from the management team before communicating externally on behalf of East Coast Pride.
18. Present an appropriate standard of dress and personal hygiene.
19. Disclosing that they have been charged with and/or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to management team. To avoid doubt, volunteers or staff are not required to disclose the facts or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to the management team. All such matters will be private and confidential between you and the management team.

Volunteers are expected NOT to:

1. Bring East Coast Pride into disrepute (including through email, social media and other internet sites, engaging with media, etc.)
2. Seek or accept any gifts, rewards, benefits, or hospitality during their role.
3. Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, or race).
4. Be affected by alcohol, drugs, or medication, which will affect their abilities to carry out their duties and responsibilities while volunteering or working with East Coast Pride

5. Provide a false or misleading statement, declaration, document, record, or claim concerning East Coast Pride, its volunteers, management team, special advisors, and patrons.
6. Engage in any activity that may damage property.
7. Take unauthorised possession of property that does not belong to them.
8. Engage in illegal activity while carrying out their role.
9. Improperly disclose, during or after their involvement with East Coast Pride, confidential information gained during their role with East Coast Pride.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of East Coast Pride's other policies and procedures, this may result in the position being terminated.

Notwithstanding the previous, volunteers should note that the East Coast Pride management team may terminate a volunteer's position without cause.

Volunteers acknowledge that no employment relationship is created in the context of their role with East Coast Pride.

The management team will review the Code of Conduct for Volunteers at 3-year intervals or as appropriate.

The Event Director of the East Coast Pride committee is responsible for ensuring that this policy is implemented effectively. All other management team members, special advisors and volunteers are expected to facilitate this process.