



VOLUNTEER CODE OF CONDUCT

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Responsible	Sarah Hunt

The purpose of this Volunteer Code of Conduct is to set out standards of behaviour expected from volunteers of Green Ilminster CIC. All volunteers should ensure that they have read, understood and comply with this Code of Conduct.

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

- Performing their volunteer role to the best of their ability in a safe, efficient and competent way.
- Following Green Ilminster's policies and procedures as well as any instructions or directions reasonably given to them.
- Acting honestly, responsibly and with integrity.
- Treating others with fairness, equality, dignity and respect.
- Raising concerns about possible wrongdoing witnessed in the course of their role with Green Ilminster with the designated Activity Lead.
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made.
- Acting in a way that is in line with the purpose and values of Green Ilminster CIC and that enhances the work of Green Ilminster CIC.
- Communicating respectfully and honestly at all times.
- . Should significant conflict with another person occur during the course of their role at Green Ilminster, the incident should be reported to the activity lead as soon as possible. It is important that escalation is avoided if possible and communication between individuals involved is minimised, particularly by unrecorded means.
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers.
- Reporting any health and safety concerns.
- Directing any questions regarding Green Ilminster CIC's policies, procedures, support or supervision to the Activity Lead.



- Addressing any issues or difficulties about any aspect of their role with Green Ilminster CIC board of directors.
- Declaring any interests that may conflict with their role, or the work of Green Ilminster CIC; (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from the Chair of Green Ilminster CIC.
- Keeping confidential matters confidential.
- Exercising caution and care with any documents, material or devices, containing confidential information, and at the end of their involvement with Green Ilminster CIC returning any such documents, material in their possession.
- Seeking authorisation before communicating externally on behalf of Green Ilminster CIC.
- Maintaining an appropriate standard of dress and personal hygiene.

Volunteers are expected NOT to:

- Bring Green Ilminster CIC into disrepute (including through the use of email, social media and other internet sites, engaging with media, etc.).
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role
- 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, race or membership of the Traveller community).
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering.
- Provide a false or misleading statement, declaration, document, record or claim in respect of Green Ilminster CIC, its volunteers, or any of its projects.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct, or any of Green Ilminster CIC's other policies and procedures, this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that Green Ilminster CIC may terminate a volunteer's position without cause.

Volunteers acknowledge that no employment relationship is created in the context of their role with Green Ilminster CIC.