

African Caribbean Medical Mentors

Code of Conduct for Volunteers

Reviewed by Odunayo Oyedele

4th August, 2021

Next review due 4th August 2021



Introduction

Our volunteers are a pivotal part of the running of African Caribbean Medical Mentors (ACMM). This document is intended to assist our volunteers in ensuring they are following the correct conduct and standards of behaviour expected of them by African Caribbean Medical Mentors.

What is a code of Conduct for Volunteers?

A code of conduct for volunteers are the standards of behaviour that we expect from our volunteers in order to ensure that:

1. The charity is effective, open and accountable
2. Volunteers have productive and supportive relationships with each other and employees and other people who interact with ACMM.

This Code of Conduct applies to all volunteers within and working with ACMM and it is important that this document is read and signed before taking on any volunteer work with us.

All volunteers should ensure that they have read and comply with the Code of Conduct.

Code of Conduct


All volunteers with ACMM are expected to maintain high standards of behaviour in the undertaking of any voluntary work with us. We expect you to do this by:

- Fulfilling your role as outlined in your written volunteer role description to a satisfactory standard
- Performing your role to the best of your ability in a safe, efficient and competent way
- Following ACMM's policies and procedures as well as any instructions or directions reasonably given to you
- Acting honestly, responsibly and with integrity
- Treating others with fairness, equality, dignity and respect

- Following our safeguarding guidelines when working with vulnerable people. This includes young people and vulnerable adults.
- Raising concerns about possible wrongdoing witnessed in your role as a volunteer with ACMM to our Volunteer Lead
- Meeting time and task commitments and providing sufficient notice when you are not available so that alternative arrangements can be made
- Acting in a way that is in line with the purpose and values of ACMM and that enhances our work
- Representing ACMM positively in your volunteer role
- Communicating respectfully and honestly at all times
- Reporting any health and safety concerns
- Directing any questions regarding ACMM's policies, procedures, support or supervision to the volunteer's supervisor
- Declaring any interests that may conflict with your role or the work of ACMM.
- Keeping confidentiality
- Seeking authorisation before communication externally on behalf of ACMM
- Maintaining an appropriate standard of dress and personal hygiene when acting on behalf of ACMM
- Disclosing any charges or convictions of criminal offences by prosecuting authorities

Volunteers are not expected to:

- Bring the charity into disrepute
- Seek or accept any gifts, rewards, benefits or hospitality in the course of your role from our beneficiaries
- Be affected by alcohol or drugs when fulfilling duties on behalf of ACMM
- Provide a false or misleading statement, declaration, document, record or claim in respect of ACMM
- Engage in illegal activity while carrying out your role
- Improperly disclose, during or after your involvement with ACMM, any confidential information gained in the course of your role
- Duplicate any resources provided to you by ACMM for financial gain
- Share images of events in which children are clearly identified without consent from their caregivers



Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of ACMM's other policies and procedures, this may result in your position being terminated. ACMM may terminate your voluntary position without notice if it is deemed that you are behaving in a way that compromises our standards.

