



POLICY

SeeBeyondBorders Ireland

VOLUNTEER POLICY AND CODE OF CONDUCT

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1. DOCUMENT PURPOSE

The purpose of the Code of Conduct for Volunteers is to set out standards of behaviour expected from volunteers of SeeBeyondBorders Ireland. You should ensure that you have read and comply with this Code of Conduct. The Code of Conduct applies to volunteering in Ireland and overseas, with additional requirements applying to the latter. The Code cross-references but does not deal in detail with the specialist area of safeguarding/protection of vulnerable people for which there is a separate policy. Volunteers should be fully aware of the SeeBeyondBorders Ireland Policy in that area.

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

- Fulfilling their role as outlined in their agreed written **volunteer role description** to a satisfactory standard;
- Performing their volunteer role to the best of their ability in a safe, efficient and competent way;
- Following the charity'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 by the volunteer in the course of the volunteer's role and in the case of volunteering with SeeBeyondBorders overseas via feedback@seebeyondborders.org
- 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 the charity and that enhances the work of the charity;
- Communicating respectfully and honestly at all times;

- 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 SeeBeyondBorders Ireland policies, procedures, support or supervision to the volunteer’s supervisor;
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with SeeBeyondBorders Ireland grievance procedures (pending);
- Declaring any interests that may conflict with their role or the work of the charity (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from the SeeBeyondBorders Ireland CEO.
- 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 SeeBeyondBorders Ireland returning any such documents, material in their possession;
- Seeking authorisation before communicating externally on behalf of SeeBeyondBorders Ireland
- Maintaining an appropriate standard of dress and personal hygiene;
- Disclosing the fact that they have been charged with, or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to the CEO of SeeBeyondBorders Ireland
- For the avoidance of doubt, volunteers are not required to disclose the fact or details of ‘spent convictions’ under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended).

Volunteers are expected NOT to:

- Bring the charity 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;

- Engage in transactional sex or sexual misconduct
 - Provide a false or misleading statement, declaration, document, record or claim in respect of SeeBeyondBorders Ireland, its volunteers, employees or charity trustees;
 - Engage in any activity that may damage property;
 - Take unauthorised possession of property that does not belong to them.
 - Engage in illegal activity while carrying out their role.
 - Improperly disclose, during or after their involvement with SeeBeyondBorders ends, confidential information gained in the course of their role with SeeBeyondBorders.
- **Additional Responsibilities for those on overseas assignments/visits from Ireland**
 - In the host country:
 - Abide by all the laws and regulations of the host country;
 - Adhere to all reasonable regulations and practices of the hosts unless in conflict with this Code;
 - Avoid involvement in party politics and refrain from public comment and /or demonstrations on political, cultural and religious matters. In particular, be mindful of the risks of terrorism and ensure that you do not participate in any activities that may have links, directly or indirectly with any terrorism-related individuals, groups, or activities;
 - Respect the symbols of nationalism and religious practices;
 - Do not promote or attempt to convert any participants or persons in the host country to a particular religion or system of beliefs.
 - With regard to Security and Emergencies:
 - If possible, register and update personal details with the Irish Embassy;
 - Monitor and take account of the regular travel advisories issued the Irish Government;
 - Exercise all reasonable caution when undertaking any activities that may result in harm or injury to yourself or others;
 - Follow any reasonable instruction in the host country by SeeBeyondBorders on the ground (or its agent) with regard to any security arrangements including adhering to all local standard operating procedures, critical incident policy and procedures and workplace health and safety policy and procedures.
 - With regard to Health Management and Insurance:
 - Accept responsibility for your own health management;
 - Be responsible for your own health and travel insurance when travelling away from your home country.
 - With regard to Reputation and Representation:
 - Refrain from any conduct or wrong-doing, which may bring SeeBeyondBorders and/or any of SeeBeyondBorders donors and supporters into disrepute;
 - Do not issue public statements in any way related to the activities or interests of the Governments of Ireland or the host country.

Implementation and Monitoring

If a grievance or concern arises during an overseas programme or project, the affected volunteer(s) should notify the nominated local team leader as soon as possible, and also if practicable the nominated SeeBeyondBorders Ireland designated personnel member.

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

Volunteers acknowledge that no employment relationship is created in the context of their role with SeeBeyondBorders Ireland.

The board of SeeBeyondBorders Ireland will review the Code of Conduct for Volunteers at 3-year intervals or as appropriate. The next update will be due by September 2024. The Board is responsible for ensuring that this policy is implemented effectively.

Signed

Name

Date