

Volunteer Cornwall Code of Business Ethics 2022

Introduction

This code sets out the expectations of the Board of Directors on how those who work for Volunteer Cornwall should behave in the conducting of Volunteer Cornwall's business. Its aim is to address general employee conduct and promote an ethical business culture.

All of Volunteer Cornwall's policies and procedures shall complement this code.

The terms employee or staff in this code should be read to include directors, employed staff (permanent and temporary) and volunteers.

Duties and Responsibilities

All employees should have a continuing interest in furthering the work of Volunteer Cornwall. In particular, in promoting the greater effectiveness of Volunteer Cornwall in the achievement of its charitable objectives by working to its values and maintaining high standards of professional conduct when undertaking Volunteer Cornwall business. There is also an expectation that the work of Volunteer Cornwall should be meaningful, have purpose and be enjoyable.

Ethical Principles and Individual Conduct

Integrity. Staff should behave with integrity; being honest, truthful, trustworthy and fair at all times.

Professional Conduct. Staff should adopt a professional approach and conduct themselves with courtesy, tact and consideration towards all with whom they come in contact.

Confidentiality. Staff should not disclose, or allow to be disclosed, to any third party any information gained (whether about a client or about any other person), except where such disclosure has been authorised by the client or other person concerned or is required by legal, regulatory process, legitimate interest, or where such information is already in the public domain.

Bribery and Corruption. Staff must comply with the provisions of all applicable domestic and international laws, standards and principles relating to anti-corruption. In addition, no form of bribery, including improper offers or payments, to or from employees will be tolerated.

Gifts. Staff are not to accept hospitality or gifts that might appear to place them under any obligation at all. All staff are to notify the Chief Executive if they give or receive gifts as a result of their work.

Relationships with Customers and Suppliers. In order to protect both the reputation of Volunteer Cornwall and its staff, it is important that staff do not have direct business dealings with relatives, partners or close personal friends. Staff are to notify their senior manager if a

person that they have a close personal relationship or connection with becomes a supplier, customer or user of services provided by Volunteer Cornwall.

Conflicts of Interest. Employees are to avoid any contacts that might lead to, or suggest, a conflict of interest between their personal or other business activities and the business of Volunteer Cornwall. Staff are to notify their senior manager if they believe a conflict of interests may arise.

Use of Volunteer Cornwall's Assets for Personal Activities. Employees are not permitted to use any company resources, e.g. office supplies, photocopiers etc, for personal purposes without the prior permission of their senior manager.

Impact upon the environment. Employees should take due consideration of their actions and the impact on the environment being particularly mindful with regard to climate change and biodiversity loss.

Training

A copy of this code is to be given to all new staff with their employment contract and explained to them as part of their induction process.

Reporting

Employees are encouraged to report any suspicions of fraud or unethical behaviour to their senior managers in the first instance, or if this is not deemed appropriate the HR Manager.

Signed:



Date: 21st July 2021

Ian Jones
Chief Executive
On behalf of Volunteer Cornwall

Review Date: 01/25