

Code of conduct

1. Introduction

The purpose of this policy is to provide guidance to all team members (Student Exec Members, organisational volunteers, paid staff, board members) about the Student Volunteer Army Code of Conduct.

2. Scope

Student Exec Members, organisational volunteers, paid staff, board members are obliged to adhere to this policy.

3. SVA Foundation Employees

Code of conduct issues relating to current employees of SVA Foundation are also addressed in individual employment agreements.

4. Employees' Performance of Duties

Employees are expected to carry out their duties in an efficient and competent manner. Employees are committed and loyal to the vision, values and priorities of the SVA Foundation. This means that employees are expected to:

1. Comply with the law
2. Comply with all lawful and reasonable instructions and work as directed by the employer
3. Perform their work to an agreed standard
4. Show proper and reasonable care when using SVA Foundation property, resources or funds
5. Contact the employer (within 30 minutes of the normal starting) if they are to be absent from work due to sickness or an emergency
6. The employees are also expected to obtain permission from the employer to:
 - a. Be absent from the workplace during work hours
 - b. Enter into any contract or agreement on behalf of the SVA Foundation. The board will not accept responsibility for any unauthorised action
7. Confidentiality - Information which comes into an employee's possession in the course of their duties must be treated in confidence and only used for official purposes
8. Employees take responsibility for their own actions and decisions.

5. SVA Foundation Board Members

1. Ensure that all employees maintain proper standards of integrity, conduct, and concern for:

- a. The community interest; and
 - b. The well-being of youth participating on SVA programmes
2. A Trustee should disclose any interest or relationship likely to affect impartiality or which may create an appearance of partiality or bias. The duty to disclose is on-going
3. An appointed Trustee must uphold the lawfulness and integrity of the appointment
4. The duties of a Trustee should be conducted fairly, diligently and expeditiously in accordance with the terms of the Trust Deed
5. A Trustee should make decisions in a just, independent and deliberate manner
6. A Trustee must be faithful to the terms of the Trust Deed, relationship of trust, and confidentiality inherent in that office
7. A Trustee should have undertaken appropriate training and have appropriate experience or access to appropriate advice, as to the duties of a Trustee
8. Advertising or promotion by a Trustee must be subject to professional standards
9. A Trustee should fully disclose and explain any basis of fees and charges to the parties

6. Rights of Interns and Volunteers

1. To be treated as co-workers and respected paid staff and encouraged to take part in agency decision-making
2. To have clearly defined tasks suited to their preference and ability
3. To be offered training, support and supervision
4. To be given clear communication and consultation channels
5. To be given information about the organisation and the way it operates, and to be kept informed of relevant new developments
6. To be provided with a safe working environment free from discrimination based on age, disability, religion, or sex – as set out in the Human Rights Act 1993
7. To be made aware of safety, emergency and complaints procedures

7. Responsibilities of Interns and Volunteers

1. To choose voluntary work which they can support wholeheartedly
2. To work within the policies and guidelines of the organisation
3. To be loyal to the organisation, respect its place in the community and help to maintain its credibility and integrity
4. To be realistic about capability and availability, and avoid over-commitment
5. To be punctual, regular in attendance, and advise of periods of unavailability
6. To treat co-workers as they would wish to be treated themselves
7. To observe confidentiality and privacy at all times
8. To report accidents, hazards, etc. immediately
9. To speak up when concerned or unsure

Code of Conduct: SVA Clubs

The purpose of this document is to provide guidance around the behaviour expected of SVA Club Executive (“Exec”) members. All Exec members are to adhere to this policy, at all times.

As a SVA Club Executive Member, you undertake to:

- Embrace and live the values and culture of SVA, and act as a representative of an organisation that strives to connect people and make a difference to their community
- Provide fun, impactful and safe volunteering projects for all club members
- Provide a variety of projects to align with SVA's purpose and the membership preferences
- Provide equal opportunities for all volunteers
- Ensure your club members and volunteers are the primary focus at all times
- Treat all volunteers with respect regardless of religion, race, gender or political beliefs
- Treat all executive members with respect and work cooperatively together
- Treat all beneficiaries of your volunteering projects with dignity and respect
- Conduct yourself in a professional manner (this includes personal appearance)
- Not divulge any member's personal details with outside organisations without permission of the individual and respect all intellectual property which is owned by the Foundation
- Use the organisation email addresses appropriately and do not inundate members with needless emails
- Use all information supplied by the organisation appropriately
- Comply with the law and all lawful instructions given to you
- Be realistic about your ability to support volunteer projects and manage your commitments appropriately
- Undertake all volunteering projects safely and sensibly, following all relevant Health and Safety legislation, briefings, protocols and advice, as provided by the Foundation, host organisation, local community or otherwise.
- Report hazards, accidents, incidents and near misses immediately to the Foundation
- Work within the policies and guidelines of the organisation
- Commit to undertaking all volunteering projects (and any associated activities which are considered to constitute a 'representation of the Club') in a responsible and appropriate manner (including ensuring that neither you nor any volunteers are intoxicated or consuming substances of any nature)
- Advise the Foundation if you feel unsure about anything

8. Breach of the Code of Conduct

If anyone considers that an SVA Foundation staff member, volunteer or an SVA Foundation Trustee has breached this Code of Conduct, they should inform the CEO or Chair. A breach is considered to be misconduct and it will be investigated by the SVA Foundation Board of Trustees.

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