



Huntington's
Disease
Association

Code of conduct for volunteers

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Introduction

The most essential resource of any charity is its people. Volunteers play a particularly important part in executing the work of the charity.

This document provides guidelines on the standards of behaviour expected of our volunteers. It should be read in conjunction with:

- Code of conduct for adults working with children
- Safeguarding policies

Many of the expectations of volunteers set out in the code of conduct below are addressed in more detail in specific policies of the Huntington's Disease Association. This code of conduct is not intended to be a substitute for such policies.

What is a code of conduct for volunteers?

A code of conduct for volunteers defines the standards of behaviour expected of our volunteers in order to ensure that:

- the charity is effective, open and accountable;
- our volunteers have productive and supportive relationships with employees, other volunteers, and other persons who interact with the charity.

The purpose of the code of conduct is to set out standards of behaviour expected from all volunteers of the Huntington's Disease Association. All volunteers must read and comply with this code of conduct and it will be shared with all new volunteers when they register to volunteer at the charity.

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

- Fulfilling their role as outlined in their volunteer documents and instructions from their charity contact.
- Performing their duties to the best of their ability in a safe, efficient and competent way.

- Following the Huntington's Disease Association's policies and procedures as well as any instructions and directions reasonably given to them.
- Acting honestly, responsibly and with integrity.
- Treating others with fairness, equality, dignity and respect.
- 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 with all people who interact with the Huntington's Disease Association.
- Observing safety procedures, including obligations concerning the safety, health and welfare of other people
- Reporting any health and safety concerns even if it is not within their area of responsibility.
- Raising concerns about possible wrongdoing in the workplace / volunteering environment with the Volunteer Manager or their immediate charity contact.
- Directing any questions regarding the Huntington's Disease Association's policies, procedures or support to the Volunteer Manager.
- Addressing any issues or difficulties about any aspect of their volunteering by speaking to the Volunteer Manager or their immediate charity contact.
- Keeping confidential matters confidential.
- Exercising caution and care with any documents, material or devices containing confidential information. Complying with the Data Protection Act and GDPR 2018, and, if they stop volunteering with the Huntington's Disease Association, returning any such documents, material or devices in their possession to the Volunteer Manager or their immediate charity contact.
- Seeking authorisation, from our Communications team, before communicating externally on behalf of the Huntington's Disease Association.
- Acting in a way that is in line with the purpose and values of the charity and that enhances the charity's work, including following the brand guidelines.
- Declaring any interests that may conflict with their work or the work of the charity (e.g. other business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from the Volunteer Manager or their immediate charity contact.
- Undertaking relevant training to maintain and improve knowledge, skills and work practices.
- 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 Volunteer Manager. This may have implications for their volunteering role.

Volunteers must not:

- Bring the charity into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.).
- Engage in any activity which 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, pregnancy, sexual orientation, religion, age, disability, race or membership of the traveller community).
- Be affected by alcohol, drugs, or medication which will affect their ability to carry out their duties and responsibilities during volunteering hours.
- Provide a false or misleading statement, declaration, document, record or claim in respect of the Huntington's Disease Association, its volunteers, colleagues or trustees.
- Engage in any activity that may damage property.
- Take unauthorised possession of property that does not belong to them.
- Engage in illegal activity.
- Improperly disclose, during or after volunteering with the Huntington's Disease Association, confidential information gained in the course of volunteering.
- Seek or accept gifts, rewards, benefits or hospitality from a third party in the course of their volunteering, which might reasonably be seen to compromise their integrity or personal judgement. Any gift other than a modest token of nominal value should be courteously but firmly declined, and should be reported to the Volunteer Manager. Gifts of money must never be accepted. Gifts or hospitality that are generally considered as common business or social courtesies are acceptable only as long as they are reasonable in type, frequency and value. If any doubt arises as to what constitutes a modest token, employees must seek guidance from the Volunteer Manager. Gifts, rewards or hospitality, even of nominal value, should never be accepted if it could be seen as bribery.

Where a volunteer is found to be in breach of the standards outlined in this code of conduct, this may result in the termination of their volunteering role.