

Darlington Culture Volunteer Policies and Procedures Code of Conduct

The purpose of the code of conduct is to:

- make it clear what is expected of volunteers
- set out standards to sit alongside professional standards
- help protect volunteers from criticism by setting out the standards
- help build trust

It applies to all volunteers.

If you are working at a Darlington Culture Volunteer event please remember to remain neutral with all Councillors and Elected members.

Every volunteer has the right to work in a safe environment without the fear of discrimination, harassment or abuse. Darlington Culture Volunteers will not tolerate or condone harassment or bullying in any form.

If you write a book or any published work on subject relating to your volunteer work for the Darlington Culture Volunteers please let us know.

Darlington Culture Volunteers is in many partnerships with external business, organisations and contractors including Darlington Borough Council.

We would appreciate it if you could tell Darlington Culture Volunteers if you feel there is anything we should be aware of:

- 1) You are in a contract or proposed contract with the Council in which you have or might gain a financial benefit.
- 2) You have significant shareholdings or are a director of a company which has contracts with the Council
- 3) You are a member or a body which receives grant funding from the Council
- 4) You are an elected member of a public body such as a Council or Parish Council
- 5) You submit a planning or licensing application to the authority
- 6) You have an interest in land (including your home) the value of which is likely to be affected by a Council decision
- 7) You become aware that a company or body of which you are a member or have an interest is seeking a contract with the Council
- 8) A body of which you are a member is seeking grant funding from the Council
- 9) You should also declare an interest to your Volunteer Co-Ordinator if your spouse, partner or someone who lives with you, has an interest described above.

Darlington Culture Volunteers takes a very firm stance against all forms of bribery and corruption. If someone has made you feel uncomfortable please speak to your Volunteer Co-ordinator.

If you have been offered a gift or hospitality that you feel uncomfortable accepting or you believe to be inappropriate or excessive (over £25.00), you can ask any of the supervisors or Volunteer Co-



ordinators for advice. Please feel free to accept Refreshments/Lunch offered at an event you are working at, small free gifts at events, and offers to the public in general.

If you feel it would be rude not to accept a gift please suggest a donation to Darlington Culture Volunteers in lieu.

If you have any concerns you would like to raise please discuss them with your supervisor, Volunteer Co-ordinator or any member of the Executive Group and Steering Group. Their contact details can be found in your handbook and on the website.

You can disclose information confidentially but please provide as much information as possible and raise concerns as soon as you become aware of them.

Things to report:

- Criminal conduct or a breach of the law
- Health and Safety Risks
- Risk to the public
- Damage to the Environment
- Misuse of public funds
- Fraud and corruption
- Sexual or physical abuse of others
- Failure to follow the Volunteer Code