

## Code of Behaviour Policy for Staff and Volunteers

For the purposes of this document, The AVOCADO Foundation will be referred to as "the Charity".

### Purpose

In line with our Vision, Mission and Values, the Charity expects all staff and volunteers to conduct themselves in a manner that preserves the dignity, respect and equality of every individual.

This Code of Behaviour outlines the conduct the Charity expects from all our staff and volunteers as representatives of the Charity in their local community.

The Charity expects all staff and volunteers to adhere to this Code of Behaviour. They all have a particular responsibility to promote and uphold the Code by ensuring all those who represent the Charity are supported in understanding and working within the Code, as well as providing a strong role model.

We strongly encourage all individuals and organisations to let us know if they suspect or know of a breach of these commitments. We welcome the information as a way to try and put things right and improve our quality and effectiveness. You can refer to our [Grievance Policy](#) for ways to raise a concern, allegation or complaint at any time.

**The Charity's staff and volunteers have a duty to report** any suspected or actual breaches of these commitments. The first point of contact will usually be your designated Charity's staff contact or a regional manager where the immediate manager or coordinator may be implicated. If necessary, you should refer to the [Grievance Policy](#) and [Safeguarding Policy](#).

Anyone who raises a concern about potentially serious malpractice will be protected from victimisation or any other detrimental treatment, provided that concerns are raised in good faith. Deliberate false allegations are a serious offence.

The Code of Behaviour also applies to any online activity, including social media. You will be able to access guidelines on use of social media on the Charity's website.

The Code is divided into **three** core areas for ease of reference:

### A. Values, Conduct and Ethics

1. I will ensure that my conduct is, and is seen to be, of the highest standards and in keeping with the Charity's Vision, Mission and Values and does not bring the Charity into disrepute.



2. I will act in good faith and treat other people with dignity and respect, without discrimination, harassment, abuse (including sexual harassment, abuse or misconduct) or neglect.
3. I will take reasonable action to protect others from harm and to challenge infringements into the rights of others.
4. I will ensure that I act in accordance with health, safety and security guidelines and endeavour to safeguard others.
5. I will treat the Charity's staff, volunteers and supporters with respect.
6. I will seek to build positive relationships with representatives of the Catholic community and be open to collaborating with other agencies in support of the Charity's objectives, as appropriate.
7. When I am communicating about the Charity's work I will do so upholding the dignity of all those we work with.
8. I will uphold confidentiality in a manner consistent with the Charity's privacy policy.

#### **B. Conflict of interest, coercion and corruption**

9. I will maintain appropriate standards of honesty and integrity in financial accountability.
10. I will not use the position of power conferred by my role as a the Charity volunteer to exert pressure, enhance my personal gain economically, professionally, politically or sexually, or extract or accept favours, bribes, gifts or other forms of personal enrichment.
11. I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on my volunteering role – e.g. contracts for goods/services or employment, partner organisations, civil authorities, communities we assist.
12. While the Charity recognises that those who represent the Charity may exercise and express their political views according to their own beliefs and principles, I will ensure a reasonable distance is maintained between my personal political activities and my role with the Charity as a volunteer. I will declare any potential conflict of interest arising from my political activities.
13. I will ensure that the organisation's assets, tangible and intangible, e.g. vehicles, computers, communications equipment, intellectual property, and data are not misused and are protected from theft, fraud or other damage.
14. I understand that the Charity prohibits the carrying of any weapons on any property (owned or rented) of the Charity including accommodation/office/vehicles etc.

#### **C. Personal conduct and safeguarding**

Staff and volunteers must at all times ensure that their conduct does not bring the Charity into ill repute and does not impact on or undermine their or others' ability to undertake the role for which they have committed to:



15. I will not use my position of power while working on behalf of the Charity to take advantage of those less powerful e.g. those under my supervision or care.
16. I will not use a position of power or authority given by my role to enter into a sexual relationship with any member of the community.
17. I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
18. I will not engage in any type of sexual relationships with any person under the age of 18.
19. I will take measures to protect children, young people and vulnerable adults, including refraining from physically abusing children (even where this is culturally acceptable) and use non-violent methods to manage children's behaviour.
20. During my activity my contact with children, young people and vulnerable adults (whether by phone, online or direct contact) will be supervised, accompanied, or at least in sight of other adults. The Charity recognises that situations may arise where this cannot be the case for urgent or for practical reasons. Where I must have contact as a lone adult with a vulnerable adult or one or more children, I will inform my manager or coordinator ahead of time or as soon as possible.
21. I will ensure that all pictures of children that I take in relation to my work with the Charity are decent and respectful. I will ensure that I obtain informed consent and protect children's identity in any media involving under 18's.
22. I will value the contribution of all children and not show favour to a particular child to the exclusion of others.
23. I will assess the safeguarding risks for all events led by the Charity for which I am responsible and I will plan for the mitigation of these risks.
24. I will not use my position of power as a representative of the Charity to withhold assistance or services.
25. I will never volunteer while under the influence of drug related substances or alcohol that inhibit my ability to perform my responsibilities.
26. I will not use the organisation's computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to pornography.
27. I will not use covert audio or visual recording equipment in relation to any part of my role.

There may be specific circumstances where a behaviour not listed above could bring the Charity into disrepute, in such a case the issue would be brought to your attention by your manager, contact or leadership.

After you have read this policy, your supervisor would be very happy for you to share any questions or concerns you have with them.





Please refer to the [Safeguarding Policy](#) for more details of using images of children under 18.

Other relevant policies:

- [Grievance policy](#)
- [Confidentiality and Data Protection Policy](#)

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