



Student Co-op Homes

Code of conduct (volunteers)

The purpose of the Code of Conduct for Volunteers is to set out standards of behaviour expected from volunteers of Student Co-op Homes. All volunteers should ensure that they have read and comply with this Code of Conduct.

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

- Fulfilling their role as outlined in their written **volunteer role description** to a satisfactory standard;
- Performing their volunteer role to the best of their ability in a safe, efficient and competent way;
- Following SCH's policies and procedures as well as any instructions or directions reasonably given to them by staff and Board of directors;
- Directing any questions regarding Student Co-op Homes policies, procedures, support or supervision to staff@studenthomes.coop or Mike Shaw (Chair) mike.james.shaw@gmail.com or secretary@studenthomes.coop
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Volunteers should demonstrate their belief in the values and principles of SCH and act accordingly.
- Regular meeting attendance and arriving on time to start
- Meeting task commitments



- Providing sufficient notice when you are not available
- Acting in a way that is in line with the purpose and values of Student Co-op Homes and that enhances the work of the society;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning health and safety, and welfare of other people
- Reporting any health and safety concerns;
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with Student Co-op Homes policies
- Declaring any interests that may conflict with their role or the work of the organisation (e.g. financial interests, personal interest or conflict of loyalties). If further clarification needed please refer to the conflict of interest policy.
- Keeping confidential matters confidential.
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with Student Co-op Homes returning any such documents, material in their possession.
- Seeking authorisation before communicating externally on behalf of Student Co-op Homes.
- Disclosing the fact that they have been barred from holding Directorship (prior to appointment or after) or expelled / dismissed from membership or employment of a Student Co-op Homes member i.e. A User Student Housing Co-operative or an Investor Supporter Member.
- Raising any breaches of this code to staff@studenthomes.coop or Mike Shaw (Chair) mike.james.shaw@gmail.com or secretary@studenthomes.coop



- To accept the position of the chair, directing all questions and points of view through the chair.
- Listen to the views of others with an open mind, seek advice or clarification where needed.
- Understand the board of directors can intervene in decisions if necessary
- Understand and accept collective responsibility for decisions

Volunteers are expected NOT to:

- Bring the organisation into disrepute (including verbal communication, email, social media)
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role. Any offers of the above must be declared to staff@studenthomes.coop
- Engage in any activity that 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, sexual orientation, religion, age, disability, race or membership of the Traveller community). We have a zero tolerance approach to these issues.
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering.
- Provide a false or misleading statement, declaration, document, record or claim in respect of Student Co-op Homes, its volunteers, contractors, staff or Directors.
- Engage in any activity that may damage property.
- Take unauthorised possession of property that does not belong to them.



- Engage in illegal activity while carrying out their role.
- Improperly disclose, during or after their involvement with Student Co-op Homes ends, confidential information gained in the course of their role with Student Co-op Homes.
- Retain any right or claim to any intellectual property for any materials they come into contact with their role.
- Volunteers shall not portray their personal view or opinions as those of SCH.
 - Not present misleading information or behave in a way designed to mislead.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of Student Co-op Homes other policies and procedures this may result in the volunteer's position being terminated.

Volunteers acknowledge that no employment relationship is created in the context of their role with Student Co-op Homes.

The board of directors will review the Code of Conduct for Volunteers at [3]-year intervals or as appropriate. The Operations Manager and Board of Directors is responsible for ensuring that this policy is implemented effectively. All directors and volunteers are expected to facilitate this process.

