**Code of Conduct Policy**

One Voice (Immingham District) Ltd is a volunteer organisation managed by a board of trustees. Our purpose is to promote for the benefit of the public urban and/or rural regeneration in the socially and economically deprived area of Immingham and district by all or any of the following means:

* the relief of financial hardship
* the advancement of education, training or retraining, particularly among unemployed people, and providing unemployed people with work experience
* the maintenance, improvement or provision of public amenities
* the provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, financial hardship or social or economic circumstances, have need of such facilities:
* the protection or conservation of the environment
* the provision of public health facilities and childcare:
* the promotion of public safety and prevention of crime

We hope that our volunteers, partners and \*workers, volunteers include the trustee directors.

As a One Voice (Immingham District) Ltd representative, we hope that you will abide by the following:

**Respect**

Treat all individuals with a sense of dignity, respect, and worth. Make a personal commitment to be non-judgmental, be courteous and polite.

Avoid profane and abusive language and disruptive behaviour that is dangerous to self and others.

Refrain from the use of photo, audio or video recording equipment unless given consent.

Respect all confidential information. All representatives of One Voice (Immingham District) Ltd should maintain the confidentiality of all information to which they are exposed.

Should not pressure anyone to accept political, cultural, or religious beliefs.

**Personal responsibility**

Be dependable, recognising the commitment and responsibility to the role you undertake.

If you are a volunteer, you should:

* only accept a role that are in you are interested in, you have the ability to undertake and have the available time to achieve.
* accept a role and support the organisation with an open mind and a willingness to learn.

Avoid conflict of interest situations and refrain from actions that may be perceived as such. Any representative of One Voice (Immingham District) Ltd should disclose any potential or actual conflicts of interest as they arise.

**Safety**

Not use, possess, or be under the influence of alcohol or illegal drugs whilst you are representing One Voice (Immingham District) Ltd.

Wear appropriate clothing for the activity and environment.

Follow safe practices, including participation in relevant training sessions, using appropriate personal safety equipment and reporting accidents, injuries, and unsafe situations.

Report suspicious activities to the appropriate authorities and/or the trustee director board.

**Teamwork**

Be a team player. Keep an open mind and value the input and suggestions of others; volunteers, beneficiaries, One Voice (Immingham District) Ltd members and workers.

Be patient when working on group projects/activities and support the project/activity to the best of your ability.

\*workers - for the purpose of this policy, workers include self-employed workers, contractors and consultants– the use of this term does not signify employment or worker rights.

**Review**

This policy has been agreed by the trustee directors of One Voice (Immingham District) Ltd. The policy will be reviewed every 2 years.

Signed:                                                            Date:

Chair of One Voice (Immingham District) Ltd