



## Volunteer Code of Conduct

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The purpose of this Code of Conduct is to provide volunteers with clear guidelines as to their standard of behaviour, responsibilities and best practice in fulfilling their role within Young Enterprise. Each volunteer:

### 1. General Conduct

1.1 Will follow the Guiding Principles, Policies and Procedures of Young Enterprise in all activities.

1.2 Will inform Young Enterprise of any relevant police record or other factor, or any change in his/her circumstances, which may make him/her unsuitable as a Young Enterprise volunteer, or for any Young Enterprise activity.

1.3 Will not behave in any way, physically or verbally, or through any other medium that could be offensive to a staff member, volunteer or those you come in to contact within your Young Enterprise role.

1.4 Will treat all those they meet in a professional manner and with courtesy.

1.5 Will not bring the organisation into disrepute.

1.6 Will not use Young Enterprise to bring financial advantage to him/herself or to any business in which the volunteer may have an interest e.g. by directly selling his/her own company's products or services.

1.7 Will be punctual and presentable and dress in an appropriate professional manner.

### 2. Confidentiality

2.1 Will not at any time disclose information that:

- is or has been acquired during one's voluntary position, or that has otherwise been acquired in confidence;
- relates to our business, or that of other persons or bodies with whom we have dealings of any sort;
- has not been made public by, or with our authority.

### 3. Conflict of Interests

3.1 Will declare any potential conflicts of interests arising from the engagement in volunteering activity with Young Enterprise at the earliest opportunity. For further information on Conflict of Interests see Young Enterprise Conflict of Interest Policy detailed later in this document.

### 4. Working with Students

4.1 Recognises that the role of a Young Enterprise volunteer places him/her in a position of trust regarding all students, the Young Enterprise organisation, and to colleagues in the volunteer and staff network, and undertakes to uphold that trust at all times.

4.2 Will not knowingly place him/herself in a situation where the volunteer is alone with any student and will endeavour to ensure that there are several students and where possible another adult in attendance at any meetings. Avoid remote areas and where ever possible leave the door open.

4.3 Will avoid using inappropriate language in front of, about, or to a student. Show consistently high standards of professional behaviour and appearance, acting as a positive role model for Young Enterprise.

4.4 Will be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Never touch a child in a way which may be considered indecent. Be aware of cultural or religious views about touching and always be sensitive to issues of gender.

4.5 Will not offer individual students a lift in a car (although groups may be transported where there is suitable insurance cover in place).

4.6 Will not make arrangements to contact, communicate or meet with students outside the normal activities of the education system unless it is within the context of an approved Young Enterprise activity (e.g. Trade Fairs, Skills Training Workshops etc) that has been agreed and approved by the Link Teacher/Lecturer in advance.

4.7 Will not share any personal information with a young person. Will not request, or respond to, any personal information from a young person, other than that which might be appropriate as part of their role with Young Enterprise.

4.8 Will not send personal notes/letters/emails/texts to individual students. If it is necessary to contact an individual, ensure the Link Teacher or another Young Enterprise colleague has a copy. Do not give out personal contact details and always use a professional email address and mobile when contacting students as these services can be monitored. All communications need to be transparent and open to scrutiny.

4.9 Will understand that bullying will not be accepted or condoned. All forms of bullying (volunteer, staff, student) will be addressed.

4.10 Will remember always that interactions between him/her and students must be such that no reasonable person observing that interaction could construe its nature as abusive.

4.11 Will allow any discipline issues regarding the students, to be dealt with by the school which the student attends.

4.12 Will comply with the Young Enterprise Care & Welfare of Vulnerable People Policy (Incorporating Child Protection). The primary concern of Young Enterprise is to safeguard the wellbeing of children, young people and vulnerable adults engaged in our activities. This means we ensure appropriate arrangements to provide a safe and secure environment, and to deal effectively with issues concerned with suspected or reported abuse regarding children, young people and vulnerable adults.

## **5. Health and Safety**

5.1 Must not take any action that could threaten the health or safety of themselves, students, staff members, other volunteers or members of the public.

5.2 Will report all accidents and injuries at work, in accordance with the reporting procedures detailed in our Health & Safety Policy.

## **6. Ethics**

6.1 will comply with all general principles of the Young Enterprise Ethics Policy and the 6 key principals clearly outlined in the Young Enterprise Anti Bribery and Corruption Procedure, both documents of which are detailed later in this document.

## **7. Personal Relationships**

7.1 Recognises that where a relationship occurs between a staff member and volunteer, or volunteer and a Link Teacher, it should be declared as soon as possible to a senior member of staff. They will consider whether any action should be taken in relation to a possible conflict of interest.

7.2 Is aware that personal, emotional or sexual relationships between a volunteer and a student are considered inappropriate and are therefore unacceptable. However, Young Enterprise recognises that there may be times when a volunteer or Link Teacher may have a pre-existing parental/family relationship with a student and asks that it should also be declared to a senior member of staff. They will consider whether any action should be taken in relation to a possible conflict of interest.

## **8. Drugs and Alcohol**

8.1 Recognises that the use of drugs and alcohol may impair the safe and efficient running of the business and/or the health and safety of students, staff members, volunteers or members of the public.

8.2 Will not allow their performance or attendance to be affected as a result of alcohol or drugs in accordance with our Alcohol and Drugs Policy.

## **9. Equal Opportunities**

9.1 Will ensure that there is no discrimination on grounds of age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation and marital or civil partnership status. These are known as the protected characteristics.

9.2 Will ensure that no one is disadvantaged by any condition or requirement that cannot be shown to be justifiable

## **10. Conclusion**

10.1 I understand that by accepting a voluntary position with Young Enterprise I am agreeing to abide by this Code of Conduct. Failure to comply with the Code of Conduct could result in your volunteering being subject to review in line with our Complaints Procedure.

10.2 For full copies of any of the policies and procedures mentioned above please visit the volunteer portal or speak to your local YE contact.