



TODMORDEN LEARNING CENTRE AND COMMUNITY HUB LTD (TLCCH)

POLICIES AND PROCEDURES

VOLUNTEER CODE OF CONDUCT

The Code of Conduct helps to define and develop policies and procedures in keeping with legal requirements and our ethical values of excellence, integrity, respect, collaboration, inclusiveness, and responsibility.

All volunteers have a responsibility to comply with legislation, policy, procedures and the Code of Conduct for TLCCH.

The Code of Conduct requires that, in the course of their engagement, volunteers with TLCCH must:

- Behave honestly and with integrity,
- Act with due care and diligence,
- Treat everyone with respect and courtesy and without harassment,
- Comply with all applicable UK laws,
- Use the Centre's property and money efficiently, carefully and honestly with due authorisation and without misapplication and/or misappropriation,
- Comply with any lawful or reasonable direction given by a person with the authority to give that direction,
- Maintain appropriate confidentiality in relation to dealings with Board members, the Centre Manager, or other staff members
- Disclose, and take steps to avoid, any conflicts of interest whether real or apparent,
- Behave in a way that upholds the values, integrity and reputation of TLCCH,

- Not provide false or misleading information,

Breaches of the Code of Conduct may relate to specific breaches of policies and procedures and may attract disciplinary action. Disciplinary action may include investigation, removal of privileges or access, repayment of monies, referral to Police in the case of unlawful behaviour, and termination of employment/engagement.

TLCCH fosters the values of openness, honesty, tolerance, fairness and responsibility in social matters. The Centre is a complex organisation comprising diverse groups that have different relationships to one another. It is essential in such a community that all members recognise and respect not only their own rights and responsibilities, but also the rights and responsibilities of other members of the community and those of the Centre itself.

Approved by the Board of Trustees on: 25/11/2019

Date of Next Review: