

HILLFIELDS COMMUNITY GARDEN (HCG) VOLUNTEER CONDUCT POLICY



Date for review: March 2024

Areas covered in this Conduct Policy:

- Aims of the group and the policy
- Confidentiality, Equality and Accountability
- Openness and behaviour
- Policy Procedure

PURPOSE OF HILLFIELDS COMMUNITY GARDEN (HCG)

Advancement of the natural environment in Hillfields by and for the local community, through regular activities and projects where the local community connect with each other and nature in an environment that supports learning and improves health.

Further information on the aims and purposes of HCG can be found in the group's **Constitution**.

AIMS OF THE CONDUCT POLICY

Hillfields Community Garden (HCG) and its Trustees have ultimate responsibility for all actions carried out by volunteers and Trustees. This responsibility encompasses the administration of funding, encouraging active participation of community members in the management of the project, as well as interaction and communication with other local organisations. Community members and organisations that come into contact with HCG are entitled to expect conduct of the highest standard.

INTRODUCTION

This code relates to all volunteers. It has been drawn up to help you in your volunteering role(s) with HCG. It provides guidance which will help maintain and improve standards which will ensure that everyone is treated fairly. If you are uncertain about anything stated in this code, you are encouraged to discuss the issue with the Chair or the Board of Trustees. Our aim is to demonstrate integrity at all times and avoid any suggestion of influence by improper motives.

This **Volunteer Code of Conduct Policy** should be read and accepted in conjunction with the **HCG Volunteering Policy** which provides further information about volunteering with HCG.

All Volunteers will also be expected to complete the **HCG Volunteer Sign-Up Form**, which provides us with emergency contact details and other information for our monitoring.

1) Public and Private interests

Volunteers should try not to put themselves in a situation where personal interests and volunteering responsibilities are in conflict.

1. Serious misconduct or certain criminal offences, committed during or outside volunteering hours, which bring HCG into disrepute will be subject to the due procedure and may result in volunteers being asked to step away from activities.

2. Volunteers must not act in a manner liable to place the public, other volunteers, or themselves at risk, and must adhere to the duty of care prescribed in the **HCG Health and Safety Policy and Procedure**.
3. During community garden activities (groups and events) volunteers should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
4. Volunteers should not make representations on behalf of HCG without the express permission of the Trustees.

2) Disclosure of information

Volunteering with HCG occasionally gives us access to confidential information about local residents (adults and children).

1. Volunteers should not disclose personal or financial information about any other volunteer, any unauthorised person, or any external organisation/agency without the express approval of the person concerned.
2. Subject to the requirements of legislation, including The General Data Protection Regulation (GDPR) ([GDPR GOV.UK \(www.gov.uk\)](http://GDPR.GOV.UK)), information obtained about a local resident or other volunteer is confidential unless otherwise agreed in advance.
3. Images of Park users, volunteers, or children obtained by photography or video should never be used in the public domain e.g social media without the verbal permission of the person concerned or the guardian, in the case of a child. Where pictures have been taken, these will be edited to remove identifiable features of said person when used in online domains. HCG volunteers and staff will not use photos of park users for personal purposes.

3) Equality

HCG is committed to a policy of equality of opportunity in volunteering and the provision of activities in the local community. Volunteers and Trustees must promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability in order to ensure that in the delivery of activities, we ensure impartiality and that choices are made on merit alone.

HCG actively aims to ensure Volunteers and Trustees reflect the community in Hillfields. We will periodically conduct an anonymous survey of our volunteer base to ensure this.

4) Accountability

To accept accountability for HCG funding and free activities provided for local residents, the providers of public funds and other parties may submit Trustees and Volunteers to levels of scrutiny as appropriate.

5) Openness Conduct and integrity

HCG is active in encouraging local residents to become involved in the management and running of the organisation. Many people will be new to volunteering on a board of trustees and it is therefore important to maintain as far as possible a supportive and positive

atmosphere in order to encourage people to develop new skills and experiences. All meetings, including board meetings, should be conducted in a polite and professional manner.

Bullying and intimidation by volunteers or Trustees will not be tolerated by HCG and will result in disciplinary action.

6) Standards of Dress and Appearance

Volunteers must ensure that their standards of dress, the type and style of clothes and personal ornamentation worn are appropriate to the nature of the duties and responsibilities undertaken by the volunteer.

Volunteers must conform to requirements for clothing that apply for health and safety reasons. This also applies to all Garden Leaders who are responsible for making sure that other volunteers are dressed safely to complete garden tasks. Garden Leaders should request volunteers to stop work if they are not dressed appropriately on the grounds of **Health and Safety as per our Policy and procedure.**

Further information on the guidelines for this should refer to the **Health and Safety support pack for practical activities carried out by volunteer groups** booklet provided by BCC Parks Team.

7) Alcohol and Drugs

All volunteers will be expected to attend work without being under the influence of alcohol or drugs (illegal or other), and without having their ability to undertake the volunteering role adversely impaired by alcohol or drugs. If you are taking prescription drugs that may adversely affect you whilst you are volunteering you must tell the person who is responsible for running the session. Consumption of alcohol or drugs immediately prior to and/or during the volunteer session is not permitted on the grounds of health and safety, which will result in a failure to follow this conduct policy and be cause for disciplinary action.

8) The Media

All communication with the media (for example, television, radio, and newspapers) must be directed through the Project Manager and/or Trustee Board.

9) Failure to follow Code of Conduct

Volunteers and Trustees should recognise that failure to follow this Code of Conduct may damage HCG and its work and will normally be viewed as a disciplinary matter. For volunteers who are not Trustees, such matters will be dealt with by the HCG Trustee Committee. For Board and Committee members, action will be considered in accordance with the HCG constitution.

10) Contact details for HCG Management and Trustee Board

Project Manager: Sarah Rogers – hillfieldscommunitygarden@gmail.com

Chair: Becca Jenkins - rebeccaayshajenkins@gmail.com

Treasurer: Pippa Davies - hcgfinances@gmail.com

Secretary: Alex Bugden