

VOLUNTEER CODE OF PRACTICE

POLICY STATEMENT

Oxfam Ireland wishes to conduct its affairs with a high standard of integrity, behaviour and good practice with regard to everyone involved in our work.

Oxfam Ireland values the contribution of all our volunteers and expects that all volunteers will carry out their volunteering with integrity and honesty. Oxfam Ireland will provide assistance in helping volunteers to carry out their role to the expected standards through investing in appropriate training and support.

The aim of this code is to provide guidelines for volunteers on what is expected from them within the scope of their role. It is hoped that these guidelines will help maintain and improve standards, while protecting volunteers from criticism or misunderstanding. It is not exhaustive and merely illustrates our expectations of volunteers.

EXPECTATIONS

The following are things that we expect from our volunteers within the scope of your role:

- Enjoy your volunteering.
- If you are not happy with anything being asked of you, say so!
- Talk to your Volunteer Supervisor if you have any problems.
- Always inform the staff if you can't turn up at a time that someone is expecting you.
- Work within your role description and the standards and scope of the role.
- Respect Oxfam property, equipment, staff, volunteers and those we work with. Use all resources and facilities in accordance with prescribed practice, within the limits of the law and only for the purpose required by Oxfam.
- Have regard to the reputation and interest of Oxfam and endeavour to enhance the standing and good name of the organisation.
- Seek approval from your Volunteer Supervisor before publicly making any statement which might affect or involve Oxfam. E.g. communicating to media, working or lobbying with other organisations and companies or presenting Oxfam to an external public.
- Do not accept gifts or benefits in kind which have a significant monetary value. Gifts should be accepted on behalf of Oxfam and should be referred to your Volunteer Supervisor in the first instance and will be recorded in the gift book. Small non-valuable gifts may be accepted e.g. pens, calendars and diaries.
- Personal gifts of money cannot be accepted.
- Maintain confidentiality in all aspects of your volunteering. You are responsible for maintaining the confidentiality of all property or privileged information to which you have access during your volunteering.
- Take responsibility for your own safety and the safety of others, by following the Oxfam Ireland Health and Safety Policies and guidelines.

- Carry out your tasks in a way that ensures children, young people and vulnerable adults (adults at risk) are protected and kept safe from harm, while they are engaged in any activity associated with Oxfam, as per the Code of Behaviour within our Safeguarding Policy.
- Comply with our no smoking policy.
- Respect diversity of staff, volunteers and all those we work with.
- Ensure use of computers, phones and other equipment is only for carrying out your volunteering role.
- Be aware of inappropriate use of social media that would impact negatively on Oxfam Ireland, its staff and volunteers, as outlined in our Volunteer Social Media Policy.
- Be aware that the intellectual property rights of original work produced by you during the course of your volunteering is always transferred to Oxfam Ireland.
- All personal data is maintained securely in accordance with our data protection policy and is not distributed in any way.
- Dress in a manner which could not reasonably be expected to cause offence to any person with whom you come into contact in your capacity as an Oxfam Ireland volunteer.
- Do not volunteer while under the influence of alcohol or any controlled substance (a controlled substance means any drug not legally obtainable or legally obtainable but only by prescription or under similar restricted circumstances).
- Inform your Volunteer Supervisor if you are involved in criminal proceedings that could negatively impact your volunteering role.
- Declare any conflict of interest between your volunteering and other involvements to your Volunteer Supervisor.
- Declare any current or new medical condition that may prevent you from carrying out your role effectively and safely.