

Volunteer Code of Conduct

Introduction

Jigsaw Charity, through its work, its partners, and volunteers wishes to be a role model of good conduct and excellence in the community and the sector. The core values of the charity are:

- Trust;
- Compassion; and
- Sincerity.

Purpose

By complying with the Code of Conduct, Jigsaw Charity can ensure that the highest standard of conduct is consistently maintained by its volunteers.

Principles

Jigsaw Charity expects volunteers to understand and comply with its various Policies and Procedures, Code of Conduct and with UK legislation (where applicable).

Respect

- To always treat fellow volunteers, and partners with respect and dignity.
- To be mindful and respect the views and beliefs of others.
- To dress modestly and be mindful of your conduct in gender interaction.
- Not to engage in any dishonest, fraudulent, or criminal activities.
- Not to behave in a way that is deemed to be offensive, intimidating humiliating or threatened.

Fairness

- To report any unlawful actions by fellow volunteers, and partners.
- To be righteous and truthful at all times.
- To treat people fair and equal and not to discriminate.
- Not to be bias and unjust in your conduct.
- Not to misuse Jigsaw's Charity property or use it for personal gains.
- Not to allow other business to conflict with your role.

Leadership

- To act as a role model, have a positive attitude and always lead by example.
- To honour your commitment and carry out roles to the best of your ability.
- To perform your duties with honesty, integrity and with professionalism.
- To show appropriate behaviour towards fellow volunteers, and partners.
- To share ideas, experiences, and skills.

Protection

- To safeguard the reputation of Jigsaw Charity at all times.
- To honour and abide by Jigsaw Charity's policies including Safeguarding.

Explained

- Volunteers should always conduct themselves in a way in which they would like to be treated.
- Volunteers should be mindful about the different beliefs of individuals and groups. Belief may reflect numerous areas and therefore you should always be open and respectful. Volunteers should avoid forcing their opinion or beliefs upon others.
- Jigsaw Charity expects volunteers to follow reasonable instructions and guidelines, any breaches of organisation policies and unlawful acts should be reported regardless.
- Being trustworthy and truthful is one of the best traits to possess. It is a positive reflection of oneself. Being truthful means being righteous.
- Jigsaw Charity expects volunteers to conduct themselves in the best manner possible. Volunteers should always practice fairness and be mindful, and respect people's views, background, gender, age, ability and beliefs.
- Jigsaw Charity asks volunteers to demonstrate commitment when engaging. Volunteers are the driving force behind the charity and therefore they are working towards the alleviation of poverty.
- Jigsaw Charity takes pride in working with volunteers from all backgrounds, experiences, and professions. Jigsaw Charity encourages volunteers to work together and where appropriate share relevant experiences and skills.

Policy on Political Activities & Terrorism

- Jigsaw Charity is a non-profit charitable organisation and, as such, it is prohibited by its corporate character to participate in any type of political activities or in any non-charitable functions that may conflict with its obligation under the Charity Commission's directions and under the Terrorism Act 2001. These prohibitions apply equally to all persons who work for and or represent Jigsaw Charity in any capacity.
- In addition, Jigsaw Charity volunteers should not (unless authorised in writing) render an opinion or make a statement to the media or in any social gathering, unless he/she prefaces that such statements or opinions are solely his/hers and they do not reflect the opinions or position of Jigsaw Charity.

I agree to the following policy:

- As a volunteer of Jigsaw Charity, I will not engage myself in any actions or activities that may be detrimental to the organisation.
- I agree to refrain from any and all activities that may conflict with Jigsaw Charity's obligations, purpose and goals. Furthermore, I agree in the event that I may be called upon to render an opinion or make statements to the media or in any social gathering, to preface that such statements or opinions are solely mine and that they do not reflect the opinions or position of Jigsaw Charity.
- I irrevocably covenant, promise and agree to indemnify Jigsaw Charity and hold it harmless from and against any and all losses, claims, expenses, demands, damages, or liabilities, of whatever kind or nature which Jigsaw Charity may sustain or to which it may become subject arising out of or relating in any way to my participation in any activities in conflict with Jigsaw Charity's obligation under Part II of the Terrorism Act of 19 February 2006, including in defending against or enforcing any such losses, claims, expenses, suits, damages, or liabilities.
- This document is executed by me knowingly, intelligently, and voluntary.

Raising Concerns

For further information or to raise concerns please email info@jigsaw.charity

The document outlines reasonable expectations of volunteers and is not legally binding nor is it a contract of employment, so therefore the applicant has the right to refuse. If the volunteer refuses or does not acknowledge this agreement, they can still complete the form, however, a discussion will take place with the Volunteer to see if Jigsaw Charity is a viable place for their volunteering opportunity and final decision will be on the discretion of the Trustees.