



Irish Pipe Band Association Code of Conduct for Volunteers

The purpose of the Code of Conduct for Volunteers is to set out standards of behaviour expected from volunteers of the Irish Pipe Band Association.

All volunteers should ensure that they have read and comply with this Code of Conduct.

Volunteers should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role to a satisfactory standard;
- Performing their volunteer role to the best of their ability in a safe, efficient and competent way
- Following the Irish Pipe Band Association's policies and procedures as well as any instructions or directions reasonably given to them
- Acting honestly, responsibly and with integrity
- Treating others with fairness, equality, dignity and respect
- Raising concerns about possible wrongdoing witnessed by the volunteer in the course of the volunteer's role with Irish Pipe Band Association
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made
- Acting in a way that is in line with the purpose and values of the Irish Pipe Band Association
- Communicating respectfully and honestly at all times
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers
- Reporting any health and safety concerns
- Directing any questions regarding the Irish Pipe Band Association's policies, procedures, support or supervision to the volunteer's supervisor
- Addressing any issues or difficulties about any aspect of their role

- Declaring any interests that may conflict with their role or the work for the Irish Pipe Band Association. If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from the Secretary of the IPBA
- Keeping confidential matters confidential
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with the Irish Pipe Band Association returning any such documents, material in their possession
- Seeking authorisation before communicating externally on behalf of the Irish Pipe Band Association
- Maintaining an appropriate standard of dress and personal hygiene
- Disclosing the fact that they have been charged with, or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to the Secretary of the IPBA.

Volunteers are expected NOT to:

- Bring the Irish Pipe Band Association into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.)
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community);
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering
- Provide a false or misleading statement, declaration, document, record or claim in respect of the Irish Pipe Band Association its volunteers, employees or trustees
- Engage in any activity that may damage property
- Take unauthorised possession of property that does not belong to them
- Engage in illegal activity while carrying out their role
- Improperly disclose, during or after their involvement with the Irish Pipe Band Association ends, confidential information gained in the course of their role with the Irish Pipe Band Association

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of the Irish Pipe Band Association's other policies and procedures this may result in the volunteer's position being terminated.

Notwithstanding the foregoing, volunteers should note that the Irish Pipe Band Association may terminate a volunteer's position without cause.

Volunteers acknowledge that no employment relationship is created in the context of their role with the Irish Pipe Band Association

The National Executive Council will review the Code of Conduct for Volunteers at 3 year intervals or as appropriate.

The Secretary of the Irish Pipe Band Association is responsible for ensuring that this policy is implemented effectively. All other volunteers, including trustees and committee members, are expected to facilitate this process.

Signed

Name

Date