

# Code of Conduct for Volunteers

This code of conduct is designed to protect all staff and volunteers, enabling them to carry out work in a safe, enjoyable environment. We welcome constructive feedback on how we might improve our organisation and support that we give to you. If you would like to make a suggestion please contact or [newcastlefilmclub@gmail.com](mailto:newcastlefilmclub@gmail.com)

At all times volunteers must:

- Act responsibly and sensitively towards other volunteers
- Follow instruction and/or guidance given by the member of staff/volunteer in charge
- Immediately report any health and safety issues which could affect you or those around you
- Adhere to our health and safety policy and procedures
- Inform a member of staff if you feel uncomfortable, for whatever reasons, carrying out the assigned task
- Always be alert for hazards and potential hazards that might cause accidents to you or others
- Do not use any machinery or equipment that you have not been trained to use
- Operate without prejudice to race, age, gender, ethnicity, disability, physical and mental health, sexuality, status, cultural background, residency status or religious beliefs
- Not use offensive language
- Not behave aggressively or intimidate other volunteers or staff members
- Treat all Newcastle Film Club property with care and respect, using items only for their intended purpose.
- Assure that you sign in to each meeting you attend
- Report accidents, incidents or near misses
- Inform the member of staff in charge if you are leaving the production site or premises if on a film production
- You must comply with the law
- Contribute towards a friendly and constructive atmosphere
- Understand that you are a representative of the Newcastle Film Club therefore your behaviour should reflect our ethics and values
- Be aware of issues of confidentiality – respecting personal or sensitive information that you may have access to even if you leave your voluntary role
- Comply with our IT security and access policies where you have been granted access
- Treat staff, volunteers, the public and our partners with courtesy and respect both in person and in any correspondence
- Bring anything of concerns to the attention of staff as soon as possible

**Under no circumstances must volunteers:**

- Put themselves or others at risk
- Do anything that could cause harm to people, animals, property or the environment
- Behave in any way that is inappropriate, illegal or could jeopardise the work or reputation of Newcastle Film Club, its Partners or projects.
- Discriminate in any way
- Display any misconduct or insubordination
- Accept gifts, hospitality or any other benefit where the purpose of the giver is to use undue influence on you or to seek benefits from you that you could only bring because of your involvement as a Newcastle Film Club Volunteer
- Misuse your position of trust and responsibility as a Newcastle Film Club Volunteer
- Display any form of aggression or abuse to others
- Have any inappropriate physical, verbal, electronic or online contact with others

If you do not follow the responsibilities set out in this document, your role may be ended/suspended without warning depending on the nature of the reason for ending/suspending the role. We will always explain the rationale behind our reasoning and give you the opportunity to respond.

**What you can expect from us:**

- To be treated fairly and with respect by others working / volunteering
- To be listened to and have your views taken into account when performing tasks
- We will listen to and take seriously any grievances you may have
- To provide a positive and friendly working environment
- To provide training where appropriate

If we do something that does not uphold our responsibilities, you can tell us about it and expect us to take action to put things right and to explain what action we have taken.