

Boston BIG Local

Code of practice for volunteers

October 2013

The mission of Boston BIG Local is to support people and projects in and around central Boston in order to build vibrant, cohesive communities and to improve the lives and wellbeing of residents.

We ask that all our staff, volunteers and contractors adhere to the seven **Nolan principles**, relating to conduct in public life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leading by example

Specifically, those connected with Boston BIG Local should:

- Be dependable, recognising their commitment to assignments.
- Accept assignments consistent with their skills and availability.
- Accept assignments with an open mind and a willingness to learn.
- Accept feedback and direction from project managers in order to get the job done.
- Avoid conflicts of interest.
- Reveal any potential or actual conflicts of interest as they arise.
- Not accept tips, request meals to be paid for, or otherwise accept payment for volunteer work.
- Address ethical concerns directly, in committee or in discussion with programme managers.
- Not discriminate unfairly, instead treating others as equals whatever their race, creed, colour or any other personal characteristic.

- Avoid profane and abusive language and disruptive behavior.
- Abstain from the use of photo, audio or video recording equipment unless authorised.
- **Not broadcast or disseminate** confidential information.
Members should make it clear to the group if any matter is of a confidential nature.
- Not preach or promote political, cultural, or religious beliefs.
- Comply with guidance on child protection and vulnerable adults.
- Respect and use all programme equipment appropriately.
- Not abuse, possess or be under the influence of alcohol or proscribed drugs whilst representing Boston BIG Local.
- Wear clothing suitable to the task, with Boston BIG Local identifiers, where issued.
- Follow safe work practices (personal safety, accident reporting) as advised by the facilitator.
- Report suspicious or dangerous activities to the facilitator.

All active volunteers should sign up to this code before being deployed on an assignment.

Signed:

Dated: