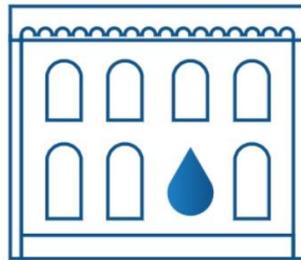


LICHFIELD WATERWORKS TRUST



SANDFIELDS

PUMPING STATION

1873

CODE OF CONDUCT

Issue 1

August 2021

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1. INTRODUCTION

This code of conduct is at the core of all the work, activities and plans relating to Lichfield Waterworks Trust (LWT) and provides a framework for all that we do. It applies to all volunteers (including trustees) with LWT and should be read in conjunction with the Volunteer Handbook.

2. GENERAL

LWT values the contribution that volunteers make to the running of the organisation's activities throughout the period of their involvement. LWT has an overarching culture of treating all volunteers with dignity and respect. We have a range of policies and procedures to support this culture at the heart of which is this code which is a statement of obligations and expectations owed both to and from volunteers. This code outlines the spirit in which LWT and its volunteers will act together to meet our charitable purposes and our business plan. It sets out, as a list of rights and responsibilities, what LWT expects of its volunteers (including trustees) and what they can expect from LWT. These apply while undertaking duties and activities whether at Sandfields or at outside events, in meetings or in other situations where they are representing LWT.

3. CODE

3.1 RIGHTS

As a volunteer you have a right to:

- To be appreciated and treated with dignity and respect
- To know what is expected of you and to receive adequate supervision
- To be able to say no
- To have someone to talk to and know what to do if things go wrong
- Not to be out of pocket
- Safe working conditions (especially within the context of the restoration of the Victorian pumping engine)
- To take part in the organisation
- To be free from discrimination including harassment and bullying
- Own any creative material that you produce as part of your volunteering (see section 4)

3.2 RESPONSIBILITIES

As a volunteer you are expected to:

- Carry out your volunteer role activities with due care and diligence.
- Follow all reasonable requests by your team leader and others who support and manage your volunteer role activities (in particular with respect to the grade 2* listing of the buildings and the restrictions this imposes on work that can be done)Take due responsibility for your own health and safety and those who you work with or come into contact with
- Respect the aims and values of LWT and act within the law
- To treat everyone (other volunteers, members, visitors and contractors) with respect and dignity and not bully, harass or unlawfully discriminate against anyone.
- Not participate in any form of inappropriate behaviour or activity when volunteering or act in any way that brings LWT into disrepute.
- Not to share unauthorized LWT photos, articles, etc without the consent of LWT and the people depicted or named.

4. FURTHER INFORMATION

The following documents provide detailed information of policies and procedures that support the Code of Conduct:

1. Volunteer Handbook (this includes information on how any problems will be resolved)
2. Safeguarding Policy
3. Anti-harassment and Bullying Policy
4. Equal Opportunities Policy
5. Recruitment and Selection Policy
6. Procedure on ownership and use of any creative work that you create while volunteering (including the application of a Deed of Assignment -where applicable)

In addition, there are a range of policies relating to Health and Safety:

1. Health and Safety (general policy)
2. Fire Risk Assessment
3. Risk Assessment Form
4. Access Policy
5. Manual Handling
6. First Aid

All these documents are available for reference or use and can be accessed from the LWT data base. (See your team leader, the volunteer coordinator or a member of the LWT Board)

5. DOCUMENT CONTROL

Reviewed: 24th August 2021

Next Review: 24th August 2022



Robin Taylor
Volunteering Coordinator