

Volunteer Code of Conduct

Thank you for volunteering with Babylon ARTS. We wish to ensure that your volunteering experience is a positive and rewarding one. This agreement sets out our commitment to you and what we ask from you. It is not intended to be legally binding and may be stopped at any time by either party.

We are committed to:

- Giving you a positive experience
- Providing you with an induction when you start your role
- Providing you with a named staff contact who will be your point of contact whilst volunteering
- Providing a role description for any volunteering you undertake
- Explaining the standards we expect and to encourage and support you to achieve and maintain them
- Respecting the time commitment you have agreed to give us and not to expect more from you unless you agree
- Reimbursing agreed out-of-pocket expenses following procedures set out in our Volunteer Expenses Policy (see section 3 of the Volunteer Handbook)
- Providing adequate training and ensuring you know what to do to stay safe, in accordance with our Health and Safety Policy (see section 8 of the Volunteer Handbook)
- Providing adequate insurance cover for you whilst undertaking volunteering approved and authorised by us
- Ensuring that you are treated fairly and in accordance with our Equality and Diversity Policy
- Trying to resolve fairly any issues or difficulties you may have whilst you volunteer with us before they become problems. In the event of an unresolved problem, to offer an opportunity to discuss the issue in accordance with the relevant policies.
- Following up on any feedback or questions you may have regarding your involvement as a volunteer

As a volunteer, I (named below) undertake:

- To maintain and uphold the good name and reputation of Babylon ARTS both in person and through online communications and social media
- To treat members of the public, supporters, other volunteers and staff fairly, equitably and with respect

- To encourage open and constructive communication with other volunteers and members of staff
- To undertake my role to the best of their ability and aim for high quality in all contributions
- To be reliable and engaged in my role
- To provide as much notice as possible if I am unable to fulfil my volunteering arrangement or no longer wish to volunteer
- To keep private confidential information about volunteers, customers, staff and the organisation
- To follow Babylon ARTS' aims, objectives, policies and procedures including safeguarding, manual handling and health and safety, and equality and diversity (see the Volunteer Handbook)
- To handle artworks in my care appropriately and to take all reasonable measures to protect them from damage
- To take reasonable care of my own health and safety, as well as those they meet whilst volunteering

This agreement is not intended to be a legally binding contract between us and may be stopped at any time by either party.

We would like to take this opportunity to thank you for committing your time and experience to the role and hope that it will be a rewarding and enjoyable experience.

Signed (volunteer)

Signed (on behalf of Babylon ARTS)

Date