

Volunteer Code of Conduct

This code of conduct sets out what you, as a volunteer can expect from Kent Union and what we expect from you as a volunteer. Whilst your time is contributed freely, mutual support and reliability are expected.

As a Volunteer, you have the right to:

- Adequate guidance and advice to select the right volunteering opportunity.
- Have a description of your role detailing what is expected of you, the time commitment involved, the skills you need, the training you can expect, where appropriate.
- Not to be used to replace paid staff.
- Safe working conditions.
- Receive and request an induction and ongoing training.
- Claim out of pocket expenses for agreed expenditure.
- Play a role in the decision making of Kent Union.
- Be respected.
- Regular review and evaluation of your work by your placement supervisor, Volunteering Co-ordinator or appropriate member of staff.
- To be heard. The University and Kent Union value your experience of volunteering and will explore any concerns and suggestions made by yourself.
- Ask Kent Union staff for references.
- Not act against personal or moral stances.
- Confidentiality. Your records and references will remain confidential.
- Withdraw from volunteering at any time and not be made to feel guilty or pressured to continue as a volunteer. You should, however, inform your placement and the relevant person within Kent Union of your decision to leave.
- A chance to meet and work with other volunteers and staff.
- The opportunity to develop personal skills.

As a Volunteer, you have a responsibility to:

- Choose your own volunteering role.
- Agree to a level of commitment and uphold this commitment.
- Be honest if you may not be suitable to work in certain volunteer roles.
- Respect others.
- Recognise that you are a representative of the University of Kent Union while you are volunteering.
- Attend recommended training sessions.
- Inform the relevant persons with which you are volunteering if you are unable to attend, giving as much notice as possible.
- Look after your own safety. If you are attending an activity off campus, let someone know where you are going and when you will be back.
- Report any concerns you have in your role to the relevant member of Kent Union.
- Ask for information or guidance if you are unsure of any aspect of your volunteering role.