



Code of Conduct

The purpose of the Code of Conduct is to set out not only the standards of behaviour expected from all trustees and voluntary helpers of SFPA, but also so that these same people are afforded a level of protection in carrying out functions associated with SFPA's objectives. All SFPA personnel should ensure that they have read and comply with this Code of Conduct.

Volunteers and trustees of SFPA should maintain the highest standards of behaviour in the performance of their duties by:

1. Performing their volunteer role to the best of their ability in a safe, efficient and competent way.
2. Acting honestly, responsibly and with integrity.
3. Treating others with fairness, equality, dignity and respect.
4. Raising concerns about possible wrongdoing witnessed by a volunteer in the course of the volunteer's role with the Chair of Trustees.
5. Acting in a way that is in line with the purpose of SFPA and that enhances our work.
6. Communicating respectfully and honestly at all times.
7. Reporting any health and safety concerns to the appropriate Regional/National Finals Director.
8. Reporting any safeguarding concerns to the appropriate Regional/National Finals Director.
9. Directing any concerns regarding SFPA's objectives, procedures, support or supervision to the Chair of Trustees.
10. Addressing any issues or difficulties about any aspect of their role to the Chair of Trustees.
11. Declaring any interests that may conflict with their role or the work of SFPA.
12. Keeping confidential matters confidential.
13. Exercising caution and care with any documents, material or devices containing confidential or personal information. At the end of their involvement with SFPA returning any such documents, material in their possession to the Chair of Trustees.
14. Seeking authorisation from the Chair of Trustees before communicating externally on behalf of SFPA. Where communication on our behalf is necessary, authority must be sought from any member of SFPA who is referred to in those communications or the organisation they represent.
15. Disclosing the fact that they have been charged with, or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to the Chair Trustees. For the avoidance of doubt, volunteers are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to SFPA.

Volunteers are expected NOT to:

- Bring SFPA into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.)
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role.
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability or race).
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering.
- Provide a false or misleading statement, declaration, document, record or claim in respect of SFPA or any of its volunteers.
- Improperly use or disclose, during or after their involvement with SFPA, confidential information gained in the course of their role with the group.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct this may result in the volunteer's position being terminated upon agreement of the majority of the Board.

Volunteers acknowledge that no employment relationship is created in the context of their role with SFPA.

The Board will review the Code of Conduct for Volunteers at biennial intervals. The Chair of Trustees is responsible for ensuring that this code of conduct is implemented effectively. All other volunteers are expected to facilitate this process.

Signed

Name

Date