



VALEWAYS

Employees and Volunteers Code of Conduct

Adopted August 2021

Reviewed and revised with minor amendments 24 January 2024

The purpose of this Code of Conduct is to set out standards of behaviour expected from employees/volunteers of Valeways. All employees/volunteers should ensure that they have read and comply with this Code of Conduct.

Employees and Volunteers are expected to:

- Treat other employees, volunteers, trustees, and walkers with courtesy and respect.
- Comply with reasonable requirements or instructions given by trustees, coordinators, and other volunteers acting in leadership roles.
- Familiarise themselves with and adhere to Valeways policies and procedures (available on the Valeways website).
- Carry out Valeways tasks with honesty, integrity, care and diligence.
- Promote and protect the good reputation of Valeways.
- Preserve the confidentiality of Valeways information attained by them, and avoid dealing with the media on any Valeways issue unless specifically authorised to do so.
- Be prepared to participate in any informal briefings or more formal training sessions organised by Valeways.
- Not act in a way which is discriminatory towards individuals or groups for reasons of age, disability, sexual orientation, class, ethnicity, race, colour, faith, marital status or gender.
- Take reasonable steps to ensure the health, safety and welfare of themselves, other volunteers, staff, trustees and walkers.
- Avoid inappropriate physical contact unless in an emergency situation.

Policy Review

The Trustees have a responsibility to review this policy every two years.

Copies of all other Valeways policies are available on the Valeways website.