

Select 'File' then 'Make a Copy', replace our name with yours, then confirm, edit as required and download as a PDF. Email to blackfoxesuk@gmail.com. Someone will be in touch to confirm your membership within 5 working days.

BLACK FOXES UK CODE OF CONDUCT

The purpose of this Code of Conduct for Members to agree to the standards of behaviour expected from members of [Black Foxes UK](#). All members should ensure that they have read, signed and comply with this Code of Conduct. All signed copies must be emailed to blackfoxesuk@gmail.com.

1. Members should maintain the highest standards of behaviour in the performance of their duties by:

- 1) Fulfilling their role as outlined in their written membership and roles to a satisfactory standard;
- 2) Performing their membership role to the best of their ability in a safe, efficient and competent way;
- 3) Following the organisation's policies and procedures as well as any instructions or directions reasonably given to them;
- 4) Acting honestly, responsibly and with integrity;
- 5) Treating others with fairness, equality, dignity and respect;
- 6) Raising concerns about possible wrongdoing witnessed by the member in the course of the member's role with Black Foxes UK with the Chairperson;
- 7) Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- 8) Acting in a way that is in line with the purpose and values of the organisation and that enhances the work of the organisation;
- 9) Communicating respectfully and honestly at all times;
- 10) Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers and members;
- 11) Reporting any health and safety concerns;
- 12) Directing any questions regarding Black Foxes UK's policies, procedures, support or supervision to an appointed Committee Member;
- 13) Addressing any issues or difficulties about any aspect of their role or how they are managed in line with Black Foxes UK's grievance procedures;
- 14) Declaring any interests that may conflict with their role or the work of the organisation (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, members may seek guidance from the Chairperson;

- 15) Keeping confidential matters confidential;

Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with Black Foxes UK returning any such documents, material in their possession;

- 16) Seeking authorisation before communicating externally on behalf of Black Foxes UK;
- 17) Maintaining an appropriate standard of dress and personal hygiene;
- 18) Disclosing the fact that they have been charged with, or convicted of a criminal offense by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to the Chairperson. For the avoidance of doubt, members 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 Black Foxes UK.

2. Volunteers are expected NOT to:

- 1) Bring the organisation into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- 2) Seek or accept any gifts, rewards, benefits or hospitality in the course of their membership and roles;
- 3) 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, race or membership of the Traveller community);
- 4) Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering for roles;
- 5) Provide a false or misleading statement, declaration, document, record or claim in respect of Black Foxes UK, its volunteers, employees or Committee members;
- 6) Engage in any activity that may damage property;
- 7) Take unauthorised possession of property that does not belong to them.
- 8) Engage in illegal activity while carrying out their role.
- 9) Improperly disclose, during or after their involvement with Black Foxes UK ends, confidential information gained in the course of their role with Black Foxes UK.

3. Declaration

- ☐ Where a member is found to be in breach of the standards outlined in this Code of Conduct or any of Black Foxes UK's other policies and procedures this may result in the member's position being terminated. Notwithstanding the foregoing, members should note that Black Foxes UK may terminate a member's position without cause.
- ☐ Members acknowledge that no employment relationship is created in the context of their role with Black Foxes UK.
- ☐ The Committee will review the Code of Conduct for Volunteers at three-year intervals or as appropriate. The Chairperson is responsible for ensuring that this policy is implemented effectively. All other volunteers and members, including the Committee are expected to facilitate this process.
- ☐ I agree that any electronic signature on this document is the same as a handwritten signature for the purposes of validity, enforceability and admissibility, and that any electronically signed document shall, for all purposes of the document and applicable law, be deemed to be "written" or "in writing", to have been executed, and to constitute an original written record when printed, fully admissible in any legal proceedings.

Signed *<Insert Signature>*

Name:<Insert Name>

Date:<Insert Date>