

## **Broadstairs Harbour & Seafront Volunteer Code of Conduct and Guidelines**

Thank you for considering volunteering for our workforce.

You will need to sign this form and email it to [info@broadstairsseafront.co.uk](mailto:info@broadstairsseafront.co.uk) or post to Broadstairs Harbour & Seafront CIC, 42a High Street, Broadstairs, CT10 1JT

Thank you for volunteering. On our projects we want you to:

Think safe, work safely, and go home Safe.

- When working on a project ensure you have regular breaks, eat adequately, and stay hydrated if conditions are hot, warm if they are cold.
- Only lift or carry items if you are able
- When lifting heavy or awkward things, bend from the knees, and if necessary, seek help - it is easier with 2!
- Do not perform a task if it is likely to injure or hurt you in any way
- If you feel unwell, tell another volunteer, or colleague as soon as possible

Have fun and enjoy working as part of The Harbour & Seafront CIC - you are our best advertisements!!

### **By volunteering for the Broadstairs Harbour and Seafront CIC (BH&SCIC) I agree to the following :**

1. I will follow and respect (BH&SCIC) guidelines and code of conduct.
2. I will attend the briefing/training session organised by (BH&SCIC) if required.
3. I will be on the (BH&SCIC) site and ready to work on days and times allocated.
4. I will complete all the shifts that have been assigned to me wherever possible.
5. Should a member of the public behave in an unacceptable manner; I will remove myself from the situation and will notify a member of the (BH&SCIC) team on duty to handle it.
6. I will attend H&S briefings or read (BH&SCIC) H&S guidelines
7. I will wear a high vis. jacket on shift as required and be presentable conducting myself in a professional and respectful manner towards members of the public and other volunteers. I shall not ever work alone.
8. I will represent (BH&SCIC), the work it does and the team's values in a positive and appropriate way.
9. I will not bring on to any (BH&SCIC) project or property site any illegal items or items prohibited by organisers.
10. I will not endanger myself or any other volunteer or member of the public
11. I will think safe, work safe and go home safe.
12. I understand that (BH&SCIC) is not responsible for the personal possessions of any (BH&SCIC) volunteer.

**As a volunteer with (BH&SCIC) you can expect:**

- A supportive and positive environment that ensures you enjoy your volunteering
- To be treated with respect and courtesy
- To be treated fairly, regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or socio/economic background
- Opportunities to undertake appropriate training
- A named contact for support
- Relevant and up to date information and advice
- Recognition and thanks
- Reimbursement of any reasonable out-of-pocket expenses incurred during your volunteering
- Equal opportunities
- Adequate public liability insurance
- Respect to your right to privacy

**In return we ask that you:**

- Support our aims and objectives
- Remember that you are representing (BH&SCIC)
- Do not speak about or propagate any confidential information you have had access to as a (BH&SCIC) volunteer
- Are open and honest in your dealings with us
- Treat everyone with courtesy and respect
- Let us know if you wish to change the nature of your contribution
- Let us know if we can improve the service and support that you receive

Volunteer name \_\_\_\_\_

For (BH&SCIC) \_\_\_\_\_

Signature \_\_\_\_\_

Signature (BH&SCIC) \_\_\_\_\_

Date \_\_\_\_\_