**1. Code of Conduct Policy**

**Purpose:** The purpose of this Code of Conduct Policy is to outline the expectations and professional standards for all FASS volunteers. This policy ensures that all individuals contribute to a respectful, ethical, and safe working environment while upholding FASS's mission and values.

**Scope:** This policy applies to all volunteers engaged with FASS across various projects and services.

**Core Principles:**

1. **Professionalism & Integrity**
	* Volunteers must act with honesty, integrity, and transparency in all their dealings within FASS.
	* Volunteers should demonstrate reliability, punctuality, and commitment to their assigned roles.
2. **Respect & Inclusivity**
	* All individuals must be treated with dignity, fairness, and respect, regardless of race, ethnicity, gender, age, disability, sexual orientation, religion, or background.
	* Discriminatory, abusive, or harassing behavior of any kind will not be tolerated.
3. **Confidentiality & Data Protection**
	* Volunteers must respect the confidentiality of service users and adhere to FASS’s Data Protection Policy.
	* Any personal information obtained through volunteering must not be shared outside the organization unless legally required.
4. **Safeguarding & Duty of Care**
	* Volunteers have a responsibility to safeguard vulnerable individuals, including service users and colleagues.
	* Any concerns regarding safeguarding must be reported to a designated safeguarding officer immediately.
5. **Conflict of Interest**
	* Volunteers must disclose any potential conflicts of interest, including personal relationships or external commitments that may impact their role.
6. **Health & Safety Compliance**
	* Volunteers must adhere to FASS’s Health & Safety policies and procedures.
	* Any accidents, incidents, or hazards must be reported promptly.
7. **Use of Resources & Representation**
	* FASS resources (including equipment, digital platforms, and premises) must be used responsibly and for organizational purposes only.
	* Volunteers must not speak on behalf of FASS in any public or media forum without authorization.
8. **Alcohol & Substance Use**
	* Volunteers must not be under the influence of alcohol or illegal substances while carrying out their duties.
	* Any substance-related concerns must be reported to the appropriate supervisor.
9. **Compliance & Disciplinary Measures**
	* Any breach of this Code of Conduct will be addressed through the FASS Disciplinary Procedure.
	* Serious misconduct, including harassment, criminal activity, or breach of confidentiality, may result in termination of the volunteer agreement.

**Acknowledgment & Agreement:** All volunteers are required to read, understand, and adhere to this policy. By signing below, the volunteer acknowledges their commitment to upholding FASS’s Code of Conduct.

**Volunteer Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_