



**University of California Trust**

**Code of Conduct for Volunteers**

The purpose of the Code of Conduct is to set out standards of behavior expected from volunteers and participants involved with the University of California Trust. As stewards of the public trust, we believe in ethical behavior, inclusiveness, treating each other with respect, accountability, and transparency. We aim to be the best at what we do, and we value and encourage open dialog. All event participants and volunteers should ensure that they have read and comply with this Code of Conduct.

**Event Participants:**

Event participants are expected to follow the local, regional and national laws when participating in events. Participants are informally or formally representing the University of California educational system and should take care in considering its reputation.

Event participants are expected to not exploit the UC Trust and UC Alumni communities, activities and/or events for personal, professional, religious or any other gain not aligned with the stated values and principles of the community.

**Alumni Volunteers:**

Volunteers should maintain the highest standards of behavior in the performance of their duties by:

- Fulfilling their role as outlined in their written or implied volunteer role description to a satisfactory standard;
- Performing their volunteer role to the best of their ability in a safe, efficient and competent way;



- Following the charity's policies and procedures as well as any instructions or directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Raising concerns about possible wrongdoing witnessed by the volunteer in the course of the volunteer's role with the University of California Trust with the Executive Director;
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- Acting in a way that is in line with the purpose and values of the charity and that enhances the work of the charity;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers;
- Reporting any health and safety concerns;
- Directing any questions regarding the University of California Trust's policies, procedures, support or supervision to the appropriate contact within the Trust;
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with the University of California Trust's grievance procedures;
- Declaring any interests that may conflict with their role or the work of the charity (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from the Executive Director;
- Keeping confidential matters confidential;
- Adhering the University of California Trust's Data Processing policy in line with UK General Data Protection Regulations (GDPR);
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with the University of California Trust returning any such documents, material in their possession;
- Seeking authorization before communicating externally on behalf of the University of California Trust;
- Maintaining an appropriate standard of dress and personal hygiene;



- 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 Executive Director.<sup>1</sup> 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 the University of California Trust.

Volunteers are expected NOT to:

- Bring the charity into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- 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 Traveler community);
- 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 the University of California Trust, its volunteers, campus partners, event participants, employees or charity trustees;
- Engage in any activity that may damage property;
- Take unauthorized possession of property that does not belong to them.
- Engage in illegal activity while carrying out their role.
- Improperly disclose, during or after their involvement with the University of California Trust ends, confidential information gained in the course of their role with the University of California Trust.

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<sup>1</sup> In seeking information from volunteers about criminal convictions (or the fact that they have been charged with an offence or given the benefit of the Probation of Offenders Act 1907 (as amended)) charities should comply with data protection law and be aware of the limitations on the circumstances in which it is possible to process such information (e.g. see section 55 of the Data Protection Act 2018). It is also important that charities have due regard to the provisions of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended). If a charity has any doubt about its rights and responsibilities in this regard, it should obtain legal advice.



Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of the University of California Trust's other policies and procedures this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that the University of California Trust may terminate a volunteer's position without cause.

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

The Board of Trustees will review the Code of Conduct for Volunteers at 3-year intervals or as appropriate. The Executive Director is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.