

Span Arts Volunteer Code of Conduct and

Behaviour

The purpose of this code of conduct is to establish a common understanding of the standards of behaviour and responsibilities expected of all volunteers of Span Arts.

This is to ensure that all volunteers know what behaviour is expected of them whilst volunteering for Span Arts.

Span Arts staff and volunteers are to...

- Contribute towards a constructive and pleasant atmosphere in which to volunteer.
- Behave responsibly and with due consideration to others

Volunteers will:-

- treat other people fairly and equally
- not discriminate unlawfully against any person
- make sure all activities are appropriate to the age, ability and experience of those taking part.
- allow others to express themselves and understand that all views are important even if they are not the same as their own - as long as no offence is caused even if unintentionally
- speak to the Span Arts Volunteer Manager if they have any issues with the work or the other volunteers and/or staff.
- during performances and events we request that all mobile phones are switched off or put on silent to avoid distraction
- attend team briefings before events and ensure they follow safety notices issued by the event manager
- door staff are not allowed to drink alcohol at events,
- volunteers not in responsibility, e.g., ushers may drink up to legal drinking limit on breaks *discreetly*. All volunteers must remove their badges, lanyards or cover their polo shirts with a jumper or cardigan or return the polo shirt to the event manager and report '**off-task**', whilst enjoying your drink **with their permission**.

A volunteer must:-



- understand, respect and work at all times without prejudice to race, age, ethnic origins, disability, gender, physical and mental health, religion, sexuality or cultural background.
- understand that all forms of discrimination, including bullying and harassment are unacceptable,
- not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other person on the ground of gender, race, disability, age, religious or political belief, sexual orientation, social background, ethnic origin, language or status
- perform their duties with honesty, integrity, impartiality and with a positive attitude
- display consistently high standards of behaviour and appearance
- work together and help each other wherever possible
- listen and adhere to the Volunteer Manager and/or team leaders instructions
- ask the Volunteer Manager and/or team leaders if in doubt about any of the instructions – as many times as needed.
- develop an appropriate working relationship with participants, based on mutual trust and respect.

Span Arts and its venues will ensure:-

- all venues are risk assessed
- all electrical equipment is tested and regularly assessed

If a volunteer signs this Code of Conduct they can expect to:-

- be praised where and when it is due
- be treated fairly and with respect by all at Span Arts
- be listened to and have their views taken in to account when performing tasks
- work in a positive and friendly environment



Celfyddydau
Span Arts

Signed by volunteer

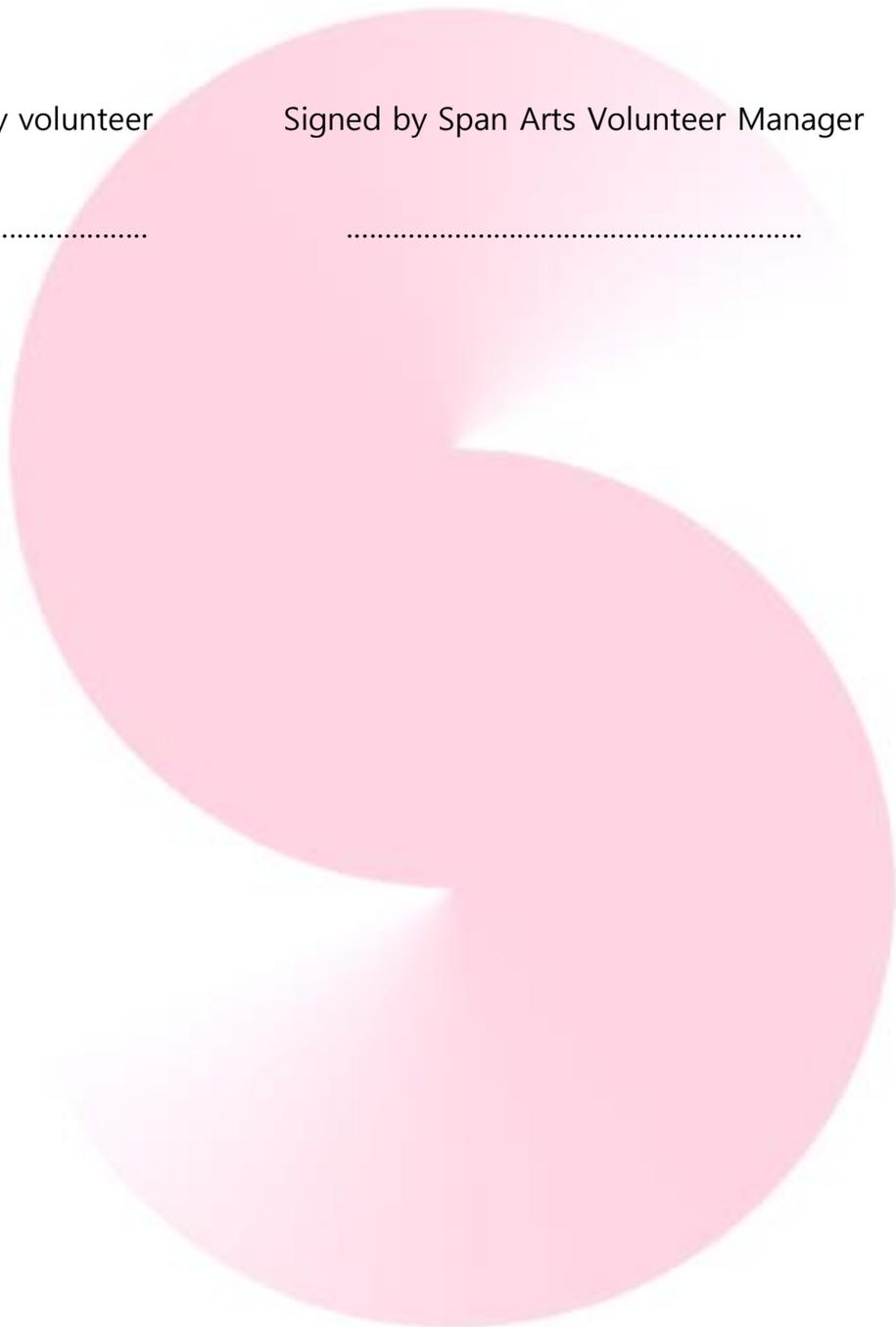
Signed by Span Arts Volunteer Manager

Date

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Revised
May 2015



Cefnogrir gan Gronfa Gwirfoddoli
yr WCVA yng Nghymru
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