SADAKA VOLUNTEERS CODE OF CONDUCT

I will respect and uphold the ethos of Sadaka to serve all with no judgement nor bias. In addition, Sadaka has a collaborative and supportive culture with respect for others, as a fundamental principle.

As a volunteer of Sadaka, I promise to abide by these fundamental values that underpin all Sadaka's activities.

GENERAL

- I will abide by the policies and procedures of Sadaka.
- I will be an active volunteer, making my skills, experience and knowledge available to Sadaka, where possible.
- I will respect organisational and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.

RELATIONS WITH OTHERS

- I will endeavour to work considerately and respectfully with all those I come into contact with at Sadaka.
- I will strive to establish respectful, collegial and courteous relationships.
- I will respect diversity, different roles and boundaries, and avoid giving offence.
- I will seek to support and encourage all those I come into contact with at Sadaka, including other volunteers.
- I will not make public comments about Sadaka unless authorised to do so.
- Any public comments I may make will be considered and in line with policy and made using good judgement and will be done in good faith.

IN-PERSON, SOCIAL MEDIA AND MESSAGE INTERACTIONS

The following declarations relate to conduct on Sadaka social media or direct messaging applications.

- When interacting via messaging platforms I will treat all volunteers, members and trustees with respect, in all forms of communication.
- I will manage any conflicts which arise as a result of disagreements in messaging groups with respectful language and where appropriate discuss the matter either privately or via a trustee.
- I will refrain from expressing personal political opinions which may cause harm or offence.
- I will never share or post material which could be considered as discrimination on the basis of age, disability, sexual orientation, religion, race or gender.
- Any issues or concerns regarding subjects relevant to a Sadaka messaging group or a belief that guidelines have been broken, will be either raised sensitively within the group or separately with the individuals concerned and again via a trustee if appropriate.

- I will ensure my language is respectful at all times and avoid personal comments which may be deemed offensive or harmful.

I will endeavour to follow these rules of conduct. If, for whatever reason, I am found to have breached these rules of conduct I accept that I will be issued with a caution. I accept that continual or serious breaches of the rules of conduct will result in termination of my involvement as a volunteer with Sadaka.

Signature:
Name: Date: