



## Code of Conduct for RAF Central Fund Volunteers

### Status of this Code of Conduct

This Code of Conduct (the “Code”) sets out the standards of personal behaviour and conduct required of volunteers of the RAF Central Fund.

Every volunteer of the RAF Central Fund must comply with this Code in its entirety.

### Commitment to RAF Central Fund Principles

The RAF Central Fund is established to provide access to sports and physical activities to serving RAF personnel. Each volunteer will support the Fund in a way which seeks to ensure that the RAF Central Fund remains committed to operating in accordance with the values and principles that are set out in the organisations Vision, Mission and Values.

**Vision:** For all serving personnel to develop their full potential through sport and physical activity

**Mission:** To enable all serving RAF personnel to access sporting opportunities and physical activities

**Values:** STEWARDSHIP, PASSIONATE, APPROACHABLE, COMMITTED, EVERYONE MATTERS

### Standards of Behaviours

In addition to supporting the Fund, volunteers must show high standards of behaviour in order that the Fund can function effectively and they can appropriately assist in the charity’s overall governance, and maintain the RAF Central Fund’s good name and reputation. Volunteers should observe the following general standards:

- In their dealings with other RAF Central Fund volunteers, with the RAF Central Fund team, beneficiaries and stakeholders, volunteers should treat people politely, fairly and with dignity and respect.
- On public occasions and on all charity activities, volunteers must behave with integrity and in a way which is appropriate for a RAF Central Fund volunteer. The individual must not bring the RAF Central Fund into disrepute or prejudice its general good standing in any way.
- Volunteers should behave and conduct themselves in a way that demonstrates their belief in the values and principles and ethical stance of the RAF Central Fund.
- Volunteers will:
  - accept the authority given by the Fund, expressing all questions and points of view through the sport RAF Central Fund ambassador;
  - listen to the views of the Fund with an open mind and seek advice or clarification where needed;
  - accept decisions made by the Fund’s Board in accordance with the law and the RAF Central Fund Articles of Association, even if the volunteer disagrees with it;
  - not resort to behaviour that could be considered aggressive or intimidating, e.g. swearing, name calling, shouting, finger pointing;
  - not present misleading information or behave in a way designed to mislead the Fund;
  - ensure that they do not attend any events and volunteering under the influence of excessive alcohol, or illegal or recreational drugs.



## **Confidentiality**

Volunteers will treat all information which they receive in their capacity as a volunteer as confidential. Volunteers will observe the following obligations of confidentiality:

- They will not use any information for personal advantage.
- They will not pass Fund-related information to any representative of the press or media. They will refer any press or media enquiries to the RAF Central Fund's Head of Marketing.
- They will take proper care of any documents they receive and store and dispose of them securely.

## **Queries**

The Chief Executive is responsible for running the day-to-day business of the RAF Central Fund. If volunteers have any questions about any aspect of the RAF Central Funds affairs, they should be raised in the first instance with their sport's RAF Central Fund Ambassador.

## **Induction and Ongoing Professional Development**

New volunteers must read this agreement, Association Regulations, Handbook and any operational process documents provided to them to ensure that they can become as effective as possible, as quickly as possible. Failure to do so without good reason is a serious breach of this Code. Volunteers should approach their RAF Central Fund Ambassador for any support required.

## **Hospitality and Gifts**

Volunteers must not, in their capacity as a volunteer (or what might be perceived as their capacity as volunteer), receive from or give to any person or organisation any hospitality, gift or any other benefit, except in the following circumstances:

- Working meals or refreshments;
- Inexpensive items (less than £10 in value) such as free calendars;
- Hospitality in the course of the charity's business, which is disclosed to the secretary and recorded in a register kept for this purpose.

Volunteers must observe the terms of the RAF Central Funds Anti-Bribery Policy concerning hospitality and gifts.

## **Breach of this Code**

Volunteers accept that they must comply with this Code.

The Fund may remove a volunteer if it considers that the volunteer has committed a serious breach of this Code.

This Code of Conduct is reviewed annually.