

# The Oasis Centre – Cornwall

## Our Code of Conduct



### **This Code of Conduct applies to Everyone working for the Charity.**

1. They are required to treat all the other Volunteers and those attending activities involving the Charity with courtesy and respect.
2. They must make themselves familiar with their responsibilities and undertake training or otherwise update their knowledge and skills on a regular basis.
3. They are expected to comply with:
  - All legislation that applies to charities and those working for them; and
  - This Code of Conduct and all the other Policies adopted by the Charity.
4. All their duties must be carried out with due diligence, honesty and integrity.
5. A duty of confidentiality applies to all sensitive information, of whatever nature, that is in the possession of the Charity and the same applies to information about the Charity, its activities and those with whom it has dealings if disclosure of that information could cause damage, distress or any other harm.
6. There is a strict requirement to disclose any other interest or duty that is capable of conflicting with the interests of the Charity.
7. A similar duty of disclosure applies to information that might affect the image or reputation of the Charity or any deliberations or decisions of the Charity.
8. The right of every Volunteer to share their views, concerns and ideas about the Charity and its activities with other Volunteers is actively encouraged.

### **These further requirements apply to our Trustees.**

9. Regular attendance, having read all the briefing papers, is required at Trustees' meetings.
10. Timely attendance to all communications and responsibilities is essential.
11. Their support of and compliance with previous decisions of the Trustees is expected.

Adopted by the Trustees on 21 May 2018 and to be reviewed each January.