

## **Code of Practice**

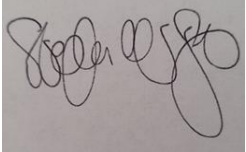
Created by: Aware  
Edition No: 4  
Reviewed by: Emma Barnes and Stephen McBride  
Reviewed Date: December 2021  
Next Revision Date: December 2023 unless otherwise required

As an Aware volunteer I commit to the following code of practice.

I will

- work with staff and other volunteers to fulfil the Aware vision and mission
- fulfil my commitment to Aware as per the Volunteer Agreement
- work within the policies, procedures and ethos of the organisation and commit to mandatory ongoing training
- maintain confidentiality, within the normal limits, as per the Aware confidentiality policy and my training
- engage in a two way communications process within the organisation as per my training and bring concerns, issues and challenges related to my role as a volunteer to an appropriate staff member
- not speak to the media on behalf of Aware without specific guidance and agreement
- be responsible for presenting a positive image of Aware to the outside world and will contribute in a constructive manner within the organisation
- treat everyone with whom I am in contact in a professional manner and with respect and courtesy
- be punctual and presentable
- will not smoke in undesignated areas
- will not consume alcohol or illicit drugs prior to my volunteering work commitment
- report all accidents and injuries to an appropriate service manager
- ensure that I do not discriminate on the grounds of gender, marital status, family status, sexual orientation, age, disability, race, religion, and ethnicity.

Reviewed and approved by:



---

Stephen McBride  
Director of Services



---

Emma Barnes  
Volunteer Training and Online Support

Date: 7<sup>th</sup> December 2021