

Volunteer Code of Conduct

1. This document summarises the conduct expected of individuals who volunteer their time to support the governance and/or delivery of the Institution of Engineering and Technology (IET)'s activities, regardless of whether they are a member or not. It should not be confused with the IET Rules of Conduct which will also apply to the conduct of volunteers who are members, and can be found at www.theiet.org/rulesofconduct.
2. The IET prides itself on being an open and inclusive organisation, adopting best practice to innovate and improve performance whilst maintaining long-standing values of professionalism and excellence. The effectiveness of the IET's Boards and Committees is enhanced by members, volunteers and staff working together and maintaining the highest standards of respect, trust and integrity.
3. The IET is its volunteers and staff, and recognises the importance of volunteers in achieving our aims, valuing their expertise and enthusiastic support. It strives to ensure volunteers are appropriately supported and recognised for their individual and joint contributions, and to take account of their views when setting policy and in decision-making.

Requirement for a Volunteer Code of Conduct

4. Volunteers who are also members of the IET are required by the Bye-laws to abide by the IET Rules of Conduct in their personal and professional practice. Those who hold a defined position within the IET are seen as role models and thus it is important that they exemplify good practice in conducting the IET's business.
5. To support all volunteers and provide a clear shared vision, the IET defines a number of policies and procedures relating to financial, commercial and personal good practice and charity governance. These reflect the values of the IET, the spirit of the legislation that governs it and which UK and non-UK Committee members, and volunteers, must abide by. Their purpose is to inform members, volunteers and staff about their responsibilities such that their own, and the IET's, reputation is upheld. To this end, they are expected to abide by a formal code of conduct and all related policies.
6. Volunteers must comply with IET policies which are based on the laws of England and Wales (as that is the law which governs the IET). In the event that a volunteer is concerned that some aspect of a policy may not be aligned with local law, the volunteer should contact the Volunteer Support Unit volunteer@theiet.org for guidance in the first instance.

IET Support for Volunteers

7. The IET ensures that all Committee members and volunteers are provided with guidance and support in order to carry out their duties appropriately.
8. All volunteers are provided with a clear definition of their role and a point of contact for queries, including an estimation of time commitment, as well as relevant training and policy compliance requirements. Whilst volunteers may be able to claim reasonable out of pocket expenses relating to volunteering activities (as appropriate to their role and in line with the [IET Expenses Policy for volunteers](#)), they will not receive monetary or similar reward for their services.

The Volunteer Code of Conduct

9. Volunteers will:
 - a. Exemplify professional behaviour in their relationships with the IET, its employees, members and other stakeholders whilst acting in the capacity of an IET volunteer.
 - b. Actively support best practice, respect diversity and equality, and promote professionalism.
 - c. Take responsibility for discharging the duties of their post with due diligence and appropriate reference to relevant authorities.
 - d. Embrace the IET's vision, mission, strategy, and uphold values and behaviours and act as member of the overall team in achieving these.
 - e. Promote the IET in a positive light.
 - f. Not bring the IET into disrepute either within or outside volunteering activities.
 - g. Undertake duties and provide responses in a timely manner and make every effort to meet the commitment expectations of the role, attending meetings as required.
 - h. Safeguard the IET's reputation and assets.
 - i. Maintain awareness of, and comply with, all IET policies relevant to volunteers, and specifically:
 - i. Respect the confidentiality of information and agree to act in accordance with the terms of the IET's Data Protection Policy for volunteers in the handling of personal, candidate and commercially sensitive data (regardless of the region in which they are active). Report identified risks, incidents and information disclosures promptly to the IET.
 - ii. Undertake business in accordance with the IET's Anti-Bribery and Corruption Policy for volunteers.
 - iii. Encourage equal access and fair treatment for all through complying with the IET's Equality, Diversity and Inclusion Policy for volunteers
 - iv. Ensure all those we come into contact with are provided with a safe environment and protected from harm in compliance with the IET's Safeguarding Children and Adults at Risk Policy for volunteers and the IET's Bullying and Harassment Policy and Procedures for volunteers.
 - v. Access IET systems only to the extent of the authorisation received and as is reasonably necessary to carry out your volunteering role, and comply with instructions regarding the use of information systems and assets.
 - vi. To act in accordance with the policies on Conflicts of Interest and Gifts and Hospitality for volunteers.
 - vii. To act in accordance with the Anti-Slavery Policy.

- j. Be willing to undertake training appropriate to the volunteering role and to accept that without doing so it may not be possible to serve in a specific role as a volunteer.
- k. Keep the IET informed of IET-related activities undertaken and changes to personal details on a timely basis.

All IET policies referred to are available in the IET [EngX Volunteering community](#) for existing volunteers; potential volunteers will be provided with access upon engagement.

Consequences of Non-Compliance

10. Failure to abide by the Volunteer Code of Conduct will damage the high professional standing of both volunteers and the IET and, in areas where there are legal implications, make Officers of the IET liable to prosecution through vicarious liability. It may compromise the IET's plans and contravene the laws that govern the IET.
11. As a result, the IET may have to take appropriate action through application of the relevant policy or guidelines.
12. Where a member of the IET is alleged to have failed to abide by the Volunteer Code of Conduct this may result in referral to the IET's [Disciplinary Regulations](#).
13. Where a volunteer that is not a member of the IET is alleged or suspected to have failed to abide by the Volunteer Code of Conduct, this may result in an investigation into the allegations being carried out. The result of this process could be that the Volunteer is removed from volunteering activities either for a fixed period or indefinitely. During any such process:
 - a. the IET will undertake an appropriate fact-finding exercise;
 - b. if an investigatory meeting is held, the subject of the allegations will be allowed to have a fellow volunteer, IET member, or other appropriate individual accompany them; and
 - c. the subject of the allegations will be given an opportunity to respond to the allegations before a decision is made about what action, if any, should be taken.
 - d. Any action taken will be notified to the volunteer in writing.

Related Policies

14. Volunteers' attention is drawn to the policies provided for volunteers in the [IET EngX Volunteering community](#).

Control Sheet

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