One team
Many opportunities
Volunteer Handbook 2019
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Welcome to the team
Welcome to the team

Nigel Fine, Chief Executive and Secretary

Volunteers are at the heart of the IET’s mission to inspire, inform and influence the global engineering community. Your work supports other engineers in their professional development and lifelong learning and helps to deliver a growing range of IET activities.

I am always impressed by the personal commitment from our volunteers, whether this is organising technical conferences/events, talking to school children about engineering, or evaluating applications for our professional registration programme. The contribution from each and every volunteer is invaluable to the IET in supporting our shared vision of working to engineer a better world.

Our broad range of volunteering activities are each linked together by a shared set of core values – integrity, excellence and teamwork – and we will support you to champion these in your role. In 2018 we launched our Core Values Awards recognising volunteers who demonstrate the IET’s values in their IET activities for which, nominations can be made via the Volunteer Hub.

Engineering is a hugely exciting and diverse career and we simply couldn’t do everything we would hope to do without your support – by running campaigns and competitions to inspire the next generation of engineers in your local areas, to holding events and conferences to inform our members around the world.

We always welcome our volunteers to share their valued skills across the IET. Please ask your IET staff contact about the opportunities available and how you can develop your own skills and knowledge as you help others.

This handbook, together with information and resources on the Volunteer Hub theiet.org/volunteers and assistance from your staff colleagues, is designed to help you get the most from your volunteering experience.

Thank you for taking the time to make a difference. I hope you find volunteering valuable and rewarding experience and I look forward to working with you so that we can achieve even more in delivering the IET Vision.

Nigel Fine
Part 1: About volunteering

"I absolutely love the opportunities volunteering gives – to talk about engineering and engage with truly amazing people!"

Yewande Akinola
"I love the fact that it is indeed very purposeful!"

YEWANDE AKINOLA CEng MIET  
IET Council Member 2017-20

I absolutely love the opportunities volunteering gives – the opportunity to talk about engineering and engage with truly amazing people. Whether it is at a school or STEM competition, the experience brings fantastic fulfilment that also inspires me to improve myself, knowledge and skills. I love the fact that it is indeed very purposeful! It is wonderful to see the direct impact it has on young people as it helps inform pretty big decisions.
Congratulations on your decision to volunteer at the IET! You are now part of an exceptional team of over 4,000 technology and engineering champions worldwide. The skills, personal qualities and enthusiasm that you contribute are at the heart of IET activities. But it's not just about us – it's a great way for you to acquire volunteering experience.

Feedback from our volunteer inductions show that it's important to deepen your knowledge of the IET. **This ensures that you'll get the most out of this opportunity.** All the information you need for your volunteer role is in this handbook, as well as some more in-depth references.

You'll find a host of useful resources on a dedicated area of our website – take a look at Volunteer Hub [theiet.org/volunteers] – so please take the time to explore.

Most of all, there's always a friendly, supportive team on hand to help. If you're unsure about anything just ask your staff contact or other volunteers in your area.

**The Volunteering Team**

[volunteer@theiet.org]
Getting started in your role

You'll find a wide array of volunteer roles at the IET. For example:

— Being a member of a Board or Committee
— Running local events
— Influencing policy
— Contributing to standards
— Assisting members to become professionally registered
— Inspiring the next generation of engineers

The range of opportunities means that you can find what best suits you in terms of commitment, the type of activity, method of recruitment and the induction and training required.

Involvement is open to members and non-members, depending on the type of role.

Your staff contact is there to answer questions and provide guidance, while the central Volunteer Support Unit (VSU) will help you understand our policies and keep you up to date with IET news. We look forward to seeing you at the Discovery Session [webinar] where you'll learn more about the IET and our objectives.
Support in your role

As your volunteering career develops, you might commit to one particular role that is highly rewarding or take on different roles over time. However you decide to progress, we will ensure you’re provided with the right training and tools.

For some roles all you need to do is join in and get going. Others require specialist training, in which case there may be extra support to help you navigate our systems or processes. This can take the form of e-learning, training days, conferences or on-the-job instruction. Your IET contact will advise you on the required training for your role. An added benefit is that participation in volunteering and related training contributes to your continuing professional development (CPD).

Mandatory CPD monitoring for IET members was introduced in January 2017 – you can use Career Manager to record your CPD.

See theiet.org/cpd

Policies and guidance

As a professional institution, we have to operate to the highest standards and comply with relevant legislation. We have several policies to help our volunteers and staff understand how to work in ways that safeguard against any problems. You will have access to our online system – InfoAware – to guide you through our key legislation-related policies. There is also a library of other documents that you may find useful. Please take some time to familiarise yourself with these. We are here to answer any of your questions.
Growing in your role

Volunteering at the IET means that you can:

— Refine your talents
— Expand your network
— Gain exposure to different scenarios

If you’re at the start of your career, you’ll find it invaluable for building a portfolio of useful skills.

Many of our participants describe the positive impact volunteering has had on their personal development, which is then reflected in their professional life. They found that involvement in other IET areas opened up a wealth of stimulating experiences.

Read what they say at theiet.org/involved/volunteering-for-the-iet/meet-our-volunteers/

Many roles, a host of options

Assisting others is a great way of helping your own skills and knowledge to flourish. Explore the possibilities of other roles on the Volunteer Hub theiet.org/volunteers/get-involved or chat to your staff contact.

The IET maintains a healthy succession of talent to inform our governance by applying a standard three-year term to many of the roles. This brings a pipeline of new volunteers with innovative ideas. However, those with valued abilities and a desire to continue can still remain part of the team, by developing other areas within a different role. Discuss the options with your staff contact.

If you are interested in shaping the future of the IET, roles in our governance – our Council, Boards and Committees that inform the strategy and monitor performance of the IET – are either elected or appointed. Information on how to nominate candidates for these posts can be found at theiet.org/shape-the-future
Staying informed

With such a lot going on at the IET you’ll need to stay in touch. As well as our social media accounts, you can keep up with the news via:

— Looking out for quarterly issues of our 'Volunteer Update' email, where you’ll find just news that is relevant to volunteers
— Member News online: via theiet.org/member-news
— Member News print edition: available three times a year
— IET News videos: browse the news channel on IET.tv
— Engineering Communities: join the IET Volunteering community at theiet.org/vc

theiet.org/volunteer-news
Recognising our exceptional volunteers

At the IET we really value and appreciate the contributions of our volunteers. That's why we publicise their exceptional efforts through case studies, articles and short videos. We would love to hear your story, email us at volunteer@theiet.org

Volunteer awards

The IET Achievement Medal for major and outstanding contributions for furthering the aims of the IET is part of the Achievement Awards programme. It recognises and celebrates the amazing work of our volunteers.

The Paul Fletcher Medal is presented annually to a young professional volunteer for outstanding achievement in contributing to the activities of the IET.

You can nominate someone for these awards by visiting the Achievement website: theiet.org/achievement

Core Values Awards acknowledge volunteers who exemplify the IET’s values of integrity, excellence and teamwork. Awards are made twice annually and nominations can be made for individual volunteers (for integrity and excellence) or teams (for teamwork). You can make nominations via the Volunteer Hub at theiet.org/volunteers/active/talent-support/core-values-awards.cfm
Thank you cards

IET thank you cards are available for staff and volunteers to convey appreciation for a job well done. If you would like some sent to you please email volunteer@theiet.org with your address and the number you need.

Certificates

Certificates are available to recognise attendance at events or contributions to an activity. Please email volunteer@theiet.org for further details.

Employer support

Many employers recognise the value of volunteering in developing skills and experience that are relevant in the workplace. If you would like the IET to provide a letter for your employer outlining your contribution as a volunteer, please let us know at volunteer@theiet.org

"I actively encourage my staff to volunteer for the IET, and give them time off for these activities. I've witnessed how their volunteering experience has boosted their confidence and their communication skills in the workplace. All of which will stand them in good stead for the future."

Andy Tate, IET Volunteer, Director at Hurley Palmer Flatt
We want your feedback

Do you have any stories about your volunteering? Would you like to inspire others with your insights? We’re always looking for ways to enhance the IET volunteering experience and encourage other people to get involved. Please get in touch with any suggestions or anecdotes, email us at volunteer@theiet.org

We’re always delighted to receive your feedback.

What if there is a problem?

We try our utmost to make your volunteering experience as worthwhile and rewarding as possible. However, on the rare occasion that a problem might occur, there is a complaints procedure. Volunteers can express concerns and provide feedback, helping us improve how we support our volunteers.

Every effort is made to settle a dispute fairly and amicably, so if you have any issues the first step is to raise these with your staff contact. If the matter is not settled satisfactorily, an escalation route is in the ‘Working Together: Raising concerns and challenging inappropriate behaviour’ guidelines. This is obtainable from your staff contact or the Volunteer Hub.

You’ll be expected to follow our Code of Conduct for Volunteers, available on the Volunteer Hub. Failure to abide by the Code of Conduct could damage the high professional standing of both volunteers and the IET. It may compromise the IET’s plans and contravene the laws that govern the IET. As a result, the IET may have to take appropriate action.

In the unlikely event that there are concerns about your contribution as a volunteer, we will discuss this with you and take steps to remedy the situation. These include additional support or the offer of an alternative role.
Keeping in touch

Please make sure you let your staff contact know when things change, whether it is an amendment to your details or if you are going to be out of contact for a while. Doing so makes sure the IET can keep you updated and helps to ensure the services we provide run smoothly for everyone else.

Thank you for taking the time to read through this information.

We hope you have found it valuable and that it will help you to make the most of every opportunity in your role as an IET volunteer.

"Empowering and helping others has always been an integral part of my personal values and I always want to give back to my professional community, which was instrumental in my success"

Mr Satish Masilamani
"Volunteering is very close to my heart and work"

MR SATISH MASILAMANI, MIET
Chairman – Young Professionals Section,
IET Bangalore Local Network

Empowering and helping others has always been an integral part of my personal values and I always want to give back to my professional community, which was instrumental in my success. The IET’s mission statement “To inspire, inform and influence the global engineering community, supporting technology innovation to meet the needs of society” resonates with me. I became a member of the IET in 2011 and have volunteered ever since.

Over the years I have volunteered in various areas, like organising workshops at colleges, organising events like PATW regional and South Asia level, being a part of the IET Bangalore Local Network, to name a few. I have enjoyed meeting new people - especially founders of start-ups and finding out about their entrepreneurial journeys.

Volunteering is very close to my heart and work. It has been a transformational force that set me in a new direction. It has helped me learn new personal, interpersonal & leadership skills which have a direct impact on my life and career. It has helped me to become a better person for my family and friends and a better leader for my colleagues.
Part 2: Off-the-shelf tools and resources

"The IET was a good training ground for me when I started volunteering as a young engineer. I have helped young fellow engineers to discover the technological world in a fun environment."

Justina Ho
"I was given the chance to put my creativity into practice"

JUSTINA HO MIET  
IET Council Member 2017-20

The IET was a good training ground for me when I started volunteering as a young engineer, and it has given me the opportunity to be exposed to different technologies, broadening my perspectives. I was also given the chance to put my creativity into practice, helping my fellow young engineers to discover the technological world in a fun environment. Friends for a lifetime were made in the process.

As the IET helped me grow into a sophisticated engineer and an expert in my field, I realised that it is also a platform for me to have my voice heard and to realise my dreams and visions. Through the IET, I was able to contribute to the world in support of my ideology of diversity, while fostering creativity and interests in science and engineering. The 9% Campaign was a great inspiration, which led to the launching of the STEM 4 Girls Programme in our LN to encourage young girls to believe in themselves and to embrace technology.

"Engineering the Society" is the slogan for our LN's 30th anniversary celebration. It is also my wish to inspire more young people to engineer the society with us and build a better world.
Off-the-shelf tools and resources

Volunteer Hub

The Volunteer Hub is accessible to those who are already volunteering.

‘The Active Volunteer’ section has a wealth of resources to support you in your role.

Those interested in becoming a volunteer can find out more here.

Online networking platform

If you would like to connect, interact and share knowledge with your peers around the world you can use the Engineering Communities online platform to:

— Join communities – or start one of your own
— Interact with like-minded people and extend your professional network
— Share your knowledge through joining or starting a debate
— Collaborate with community members

communities.theiet.org
Email marketing for volunteers

The Adestra software package for volunteers provides Local Networks (LNs) with the facility to send out emails to members and non-members in their local network area. This gives Local Networks a chance to connect with the wider community and promote events and other activities. To access this tool please ask your Community Manager or Community Event Producer. You can also email the Communities Team on communities@theiet.org

Event management

If you are a Communities volunteer there are two tools available to help manage and publicise your events. Plus! For Events is an online event registration system that makes it simple to register delegates, send out reminders and gather feedback. The online Events Calendar is also available to Communities volunteers to advertise IET events through a simple web form. If you would like access to these tools please get in touch with your network’s staff contact or email communities@theiet.org
Marketing Toolkit

The Marketing Toolkit is an online resource for Communities volunteers and Schools Liaison Officers to help you create your own marketing material, order IET promotional literature and branded gifts. If you would like access email communities@theiet.org

The IET brand

As volunteers you play a significant role in promoting engineering and encouraging more people into the profession.

Part of this involves presenting the IET in a clear, consistent and coherent way, so we have provided guidance to help you create your own marketing materials using our newly refreshed identity. The brand guidelines are available on the Volunteer Hub here theiet.org/volunteer-IETbrand

Promote IET volunteering

Encourage your peers to step into the rewarding world of IET volunteering by sharing the 'Be the change you want to see in your profession' video at events and activities. Downloadable from theiet.org/be-the-change
Communications opportunities and media relations

The IET Communications team handles media relations, social media, and internal communications for IET staff, members and volunteers.

The team is also on hand to offer advice and support on promoting IET activities to external audiences via the media.

You can find more information on how to work with the media to publicise your IET activities and events in the Media Centre area of the website at theiet.org/media

Social media guidance

If you are considering setting up a social media account related to your work with the IET, a social media policy for volunteering is available within the Policies section of the Volunteer Hub: theiet.org/volunteer-policies. You can also access our Media Toolkit via theiet.org/social-media
"I get to improve my technical and management skills"

DR JOHN TAN PHD, MIET, CENG

Executive Committee Member, IET IoT (Internet of Things) Technical and Professional Network (2018/20) Chair,
IET Malaysia Young Professional Section (2017/18)

I returned to Malaysia in 2014 after completing a PhD in Electrical and Electronic Engineering in the UK. That's when I first got actively involved in IET volunteering – I had five years' experience in the UK semiconductor industry under my belt and I wanted to be able to share what I had learned with young people, students and young professionals in my home country.

I get a lot of satisfaction out of seeing people developing into leaders – it's a process that can take years, but I enjoy the journey. That's why I spend a lot of time with students through IET On Campus in Malaysia, sharing my experiences and helping them to develop leadership, communication and organisational skills. In 2017 we extended our Section's reach by delivering this 'soft skills' training to students at a university in Singapore.

I would definitely encourage people to become an IET volunteer. For me, it has opened up a world of opportunities to enhance my knowledge of different industries. It's been brilliant for networking too: I've met some fantastic people, including students and IET Young Professionals, as well as representatives from universities, professional bodies and industry. I've really enjoyed exchanging ideas about leadership and management best practice with them.
Part 3: About The IET

"I would definitely encourage people to become an IET volunteer. For me, it has opened up a world of opportunities to enhance my knowledge of different industries."

Dr John Tan
About the IET

As a volunteer, you are the best ambassador for the IET. You are able to promote awareness of the IET's work and shape others' understanding of the engineering profession. The following information may help you when meeting people in your volunteering role.

The IET is a world-leading professional engineering institution, it provides a Professional Home for Life® for engineers and technicians, and is a trusted source of Essential Engineering Intelligence®.

— The IET is one of the world's largest engineering institutions with over 168,000 members in 150 countries. It is also the most multidisciplinary – to reflect the increasingly broad nature of engineering and technology in the 21st century. Our core sectors are energy, transport, design and production, information and communications, and the built environment.

— The IET is working to engineer a better world by inspiring, informing and influencing the global engineering community, as well as supporting technology innovation to meet the needs of society.

— This mission is delivered through our values – we treat everyone with integrity and respect, continually striving for excellence in all our activities and use the power of teamwork to deliver value.

— Volunteers are at the heart of the IET, with more than 4,000 volunteers powering IET activities around the world.

— Through a diverse portfolio of activities – many led by volunteers – the IET drives thought-leadership, safeguards professional standards, delivers world class knowledge products and services, provides a professional home for life for engineers and technicians, recognises and promotes excellence through scholarships and awards, and inspires the next generation of engineers.

Information about the wide range of IET activity can be found at theiet.org/about/vision/key-facts

If you are interested in the IET's governing instrument, the Royal Charter and Bye-laws, the IET's annual reports, information on AGMs and SGMs, disciplinary regulations and memoranda of understanding, and details of the organisations outside the UK with which the IET has reciprocal arrangements for the extension of privileges to members, these can also be found at theiet.org/about/governance
The IET as a charity

As a registered charity, the IET is regulated by the Charity Commission for England & Wales (No 211014) and Scotland (No SC038698). Charities are organisations established for public benefit and this reflects the objectives of the IET.

The IET's Trustees are responsible for the overall administration of the charity in line with the requirements of the Charity Commission, although day-to-day management is delegated to the staff team. Further details about the operation of charities can be found on the Commission's website [charitycommission.gov.uk](http://charitycommission.gov.uk) and queries about charity matters should be addressed to [governance@theiet.org](mailto:governance@theiet.org).

Our governance

The IET is governed by a Board of Trustees made up of the 16 volunteers, including the President. Reporting to the Board are Council, three main Boards and five Committees, all comprised of members and supported by staff from relevant teams. The Executive Team, led by the Chief Executive and Secretary, is the senior staff team responsible for the day-to-day running of the IET, and works as one-team with the Boards and Committees.

The Volunteer Engagement Board, is one of the three main Boards and has responsibility for setting and monitoring strategy for volunteer engagement at the IET. The other Boards – Membership & Professional Development and Knowledge Services and Solutions – set strategy for their own areas of the Institution.

The IET’s governance structure provides the mechanism for setting strategy, monitoring performance, deciding how resources are allocated and ensuring the financial health of the IET. For members, they are a good opportunity to learn more about and influence the future of the IET, as well as develop your skills and networks.

Posts within these Boards and Committees are either appointed or elected. The specific requirements for each, including how appointments are made, can be found in the 'Governance' section of the IET website at [theiet.org/about/governance](http://theiet.org/about/governance).
The IET's Strategic Framework

To inspire, inform and influence the global engineering community.
To support technology innovation to meet the needs of society.
Working to engineer a better world.
Strategic Objectives

Industry
- Quality, efficiency and innovation with engineering organisations
- We work with industry to understand its needs and meet the demand for skilled professionals
- We set high professional and ethical standards to deliver safe and reliable solutions to society
- We share technology innovation and promote engineering best practice

Practitioner
- Excellence and professionalism in the engineering and technology community
- We enable our community to demonstrate competency, professionalism and achieve recognition
- We connect and promote a diverse, inclusive and engaged profession
- We provide relevant, inspiring and up to date knowledge and life-long learning

Academia
- Strong contribution to the solving of global challenges by driving innovation and insight
- We facilitate the application of engineering and technology research to create sustainable impact
- We deliver insight and intelligence to enable effective and innovative research
- We promote high quality trainee and student learning

Society
- Recognition & awareness of the beneficial impact of engineering and technology
- We want every child to think positively about engineering and will ensure that they have the opportunity to become an engineer
- We support government to adopt effective engineering and technology solutions
- We promote engineering developments that solve world problems
"I developed more by doing more…"

CHRIS WINDER, BTEC
Elected Member, IET YPCC (2017 to present)

Back in 2014, when I moved from Watford to Rochester to start a three-year Advanced Apprenticeship in Engineering Manufacturing with BAE Systems, I didn’t realise my new role would also open up greater opportunities through the IET.

As part of the Apprenticeship, I was given the opportunity to sign up for the IET. I went along to a Kent IET Local Network meeting in February 2015 and ended up joining the committee as a YP volunteer.

In June 2016 I attended the YPs Community Volunteers Conference in London, which opened up my eyes to the sort of YP networks that were possible. I heard some incredible stories from YP volunteers around the world. At the event, the IET’s Young Professionals Engagement Manager invited me to join the IET’s Young Professionals Communities Committee (YPCC) as its first-ever representative for apprentices and technicians.

Soon after joining the YPCC I got involved in helping the IET to revamp its apprenticeship communications materials – the new apprentice brochure looked great. It was very motivating to see that I’d actually been able to make a difference.

The IET can never have enough volunteers, so you’ll always find opportunities to contribute to the IET and the wider engineering world if you go looking for them. I’ve definitely found that the more work I put into the YPCC and the IET, the more I get back from it; I’ve developed more by doing more.

My advice to a young professional interested in IET volunteering would be to start off by joining your Local or Technical Network, or On Campus group. Go along to their events, to find out more about the IET and how you can get involved and help support them. And from that point, the route you choose is entirely up to you!
Part 4: Policies

"It was very motivating to see that I'd actually been able to make a difference."

Chris Winder

Case study
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"Volunteering with the IET has given me a lot of satisfaction"

DR MADHURI A JOSHI, MSc ME FIET 
Chairman, IET Pune Local Network

I took student membership of the IET, IEE then, in 1988-89, while studying for my research postgraduate degree at Manchester University. On returning to India, I still continued to be a member, because I wanted to progress in my career and the IET provided the right tools to do so. Further, I got an opportunity to deliver lectures and then become a part of the IEE Mumbai Network committee. I had a number of ideas which I could implement in academia in the form of student activities with the help of the IET.

One of the things I like the most about volunteering with the IET is to see my students grow by participating in activities like PATW, competitions, national conferences etc. I am proud to say that I was the first person to start PATW in India in 2007. I enjoyed organising it. Also, I have organised two national IET conferences in 2009 and 2012. I was the founder chair to start IET Pune LN in 2010-11. Volunteering with the IET has given me a lot of satisfaction in my personal and career life - I became a fellow in 2008, but I was also able to guide four members to become Fellows of the IET. The exposure that the IET provided helped me achieve awards like Best Teacher Award from the government of Maharashtra, Prof. SVC Aiya awards for excellence in telecom education and a gold medal for excellence in research.

I hope to make a difference in the life of engineers, especially women engineers, by arranging specific activities for them. I wish to arrange activities for socially and economically disadvantaged members. I wish to give back to the society, the advantages I got through my membership with the IET. I wish to show a path to members so that they can flourish in their careers.
What I need to know

As a professional institution, it is vitally important that the IET operates to the highest standards and complies with all relevant legislation. Volunteers and staff are expected to adhere to our codes of behaviour and policies put in place to support compliance and protect the individuals involved and the good name of the Institution.

To clarify what is expected we have a Code of Conduct for Volunteers, reproduced below. For volunteers who are members, this is in addition to and supports the Rules of Conduct.

The Code refers to a number of key policies – six of which we ask all volunteers to read and comply with. To support you in this we have an online system that is explained in this section.

Other policies, procedures and guidance may be specifically relevant to your role and are available to help us all work together consistently and effectively. Please ask your staff contact if you are not sure which apply to you.

"I wish to give back to the society, the advantages I got through my membership with the IET. I wish to show a path to members so that they can flourish in their careers."

Dr Madhuri A Joshi
Code of Conduct for volunteers

1. This document covers the conduct expected of individuals who volunteer their time to support the governance or delivery of IET activities, regardless of membership status. It should not be confused with the Rules of Conduct which apply to the conduct of members, and can be found at 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 recognises the importance of volunteers in achieving its aims and values their expertise and enthusiastic support. It makes every effort 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 Code of Conduct

4. Volunteers who are members of the IET are required by the Bye-laws to abide by the 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, the IET defines a number of policies and procedures relating to financial, commercial and personal good practice. These reflect the values of the IET, the spirit of legislation that governs the IET 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 well as on best practice. 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 Team in the first instance via volunteer@theiet.org

Institution 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 and relevant training and policy compliance requirements.
9. 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) they will not receive monetary or similar reward for their services.

10. Volunteers will:

   (a) exemplify professional behaviour in their relationships with the IET, its employees and their fellow members

   (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

   (d) accept the IET’s vision, mission, strategy, and uphold values and behaviours and to act as a 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 make responses in a timely manner and make every effort to meet the commitment expectations of the role, ensuring attendance at meetings as required

   (h) safeguard the IET’s reputation and assets

   (i) maintain awareness of, and comply with, IET policies relevant to volunteers, and specifically:

       (i) respect the confidentiality of information and agree to act in accordance with the terms of UK data protection law in the handling of personal, candidate and commercially sensitive data (regardless of 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 policy

       (iii) access Institution systems only to the extent of the authorisation received and comply with instructions regarding the use of information and assets

       (j) be willing to engage with training appropriate to the volunteering role and to accept that without doing so it may not be possible to act as a volunteer within a particular role

       (k) keep the IET informed of IET-related activities undertaken and changes to personal details on a timely basis.
Consequences of non-compliance

11. Failure to abide by the Code 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. As a result, the IET may have to take appropriate action through application of the relevant policy or guidelines, or, where appropriate, referral to the Disciplinary Board.

Related policies

12. Volunteers’ attention is drawn to the policies provided for volunteers on the Volunteer Hub at theiet.org/volunteers-policies and below.
Mandatory policies and online sign-up

All volunteers are asked to sign-up to the Volunteer Code of Conduct and six legislation-related policies.

To support this activity, everyone is provided with access to the IET’s e-learning portal called InfoAware. This facilitates the sharing of policies and guidance in an environment which enables you to indicate that you have read and understood the content. This should take about 40 minutes in total.

If you have not yet received your InfoAware login, please contact volunteer@theiet.org

Each policy and guidance topic is summarised below. You can find the documents on the Volunteer Hub at theiet.org/volunteers-policies
Mandatory policies

Anti-bribery and corruption
The IET runs its activities ethically and with integrity.

Regardless of location, the IET and all of its subsidiaries, is subject to the UK’s Bribery Act 2010 meaning that all of us must work together to ensure that we remain untainted by bribery or corruption, or allegations of it. This Policy sets out our standards of behaviour in relation to this.

Anti-slavery
Modern slavery is a complex and multi-faceted crime and tackling it requires all of us to play a part. At first glance, you may think this whole subject is irrelevant to us, but it’s not. Preventing exploitation and human trafficking, and protecting our workforce and reputation, makes good business sense. This Policy is integral to that effort and we are all – the Board of Trustees, volunteers and employees – bound by it.

The Modern Slavery Act 2015 (MSA) recognises the important part organisations can and should play in tackling slavery and encourages them to do more.

Data protection
Good information handling enhances the IET’s reputation by increasing member, customer and partner confidence in the organisation. Data protection is the responsibility of all members and volunteers as well as all staff and agency or contract employees regardless of where they are active. It is important that you familiarise yourself with the policy, to help you comply with the law and good practice and to protect both yourself and the IET.

If your volunteer role requires you to handle IET data you will need to complete our data protection training module which will also be made available to you in the IET’s e-learning portal, InfoAware.

Equality, diversity and inclusion
The IET is an inclusive organisation that is fully committed to the principles of fair treatment and to valuing diversity. The IET recognises that by encouraging and managing equality and diversity in our activities and by eliminating discrimination we can more effectively deliver our objectives and meet the needs of our membership, customers and staff.

All volunteers have personal responsibility for the practical application of the IET’s equality policy, which extends to the treatment of members, employees, customers and other stakeholders.
Harassment and bullying

The IET is committed to ensuring that everyone involved in its activities is treated with dignity and respect at all times, and that they are able to meet and undertake tasks in an environment which is free from bullying and harassment. The IET is under an obligation – a duty of care – to provide a safe, harassment free environment within which staff and volunteers can undertake their duties, through general awareness to ensure all volunteers gain the knowledge and skills necessary to comply with this policy.

Safeguarding children and adults at risk

The IET’s work in promoting engineering as a career means engaging with young people and those less able to protect themselves from harm, and the IET has a duty to ensure they are not put at risk. This policy outlines the appropriate behaviours and procedures for volunteers working with children and adults at risk, and highlights the legislative requirements governing such activities.
In addition to the mandatory policies, there are a variety of operational policies and guides to assist you in your role. These can be found in the InfoAware Library, or the Volunteer Hub at theiet.org/volunteers-policies.

**Business cards and IET email alias**

There are occasions when volunteers formally represent the IET and the presentation of an IET business card is a valuable way to introduce the volunteer and to indicate to the recipient the status that the volunteer holds. IET business cards are therefore made available to volunteers who represent the IET and are for use only in those circumstances.

**Confidentiality of IET documents**

The IET prides itself on being an open and inclusive organisation with governance that is as transparent as possible, but subject to issues of commercial or personal sensitivity. Documents may be classified as 'Open' or 'Private and Confidential’, but Board and Committee papers should not be classified as confidential unless absolutely necessary. Please refer to the full guidance on the Volunteer Gateway.

**Conflicts of interest**

If you think an activity you are involved with, or want to do, may be classed as a conflict of interest with any other personal or professional activity you undertake, please seek guidance from your staff contact.

**Event Risk Assessment form**

This form will guide you through a risk assessment that will help you ensure attendees and speakers are safe and mitigate the risk of issues arising. Resources for those that organise IET events can be found on the Volunteer Hub theiet.org/volunteers.

**Expenses**

The IET recognises the enormous contribution that volunteers make through the gift of their time and it is IET policy that reasonable out of pocket expenses can be claimed for most volunteering roles, including attendance at Committee meetings. The volunteer expenses policy reflects the IET’s overall expenses strategy and applies to volunteer members and non-members claiming expenses directly from the IET.
Gifts and Hospitality

Our reputation is a key asset. Any allegation of improper conduct can damage our reputation, making it difficult for us to engage effectively with our members, government departments, educational institutions and corporate partners. Therefore it is vital that our business practices are ethical and transparent.

This Policy covers the offer or receipt of gifts and hospitality, what can be accepted and offered and how to record these in order to demonstrate that they do not improperly influence things like our procurement of services.

IT acceptable use

Access to IET systems, equipment and data is often provided to volunteers as a necessary part of undertaking their roles. The policy seeks to ensure that all volunteers understand their responsibilities in regards to the safe access and use of IET equipment and services.

Lobbying Act

As a charity, the IET cannot engage in party political activity. The IET does not seek to lobby for or on behalf of any political party or candidate. The Lobbying Act is in force and affects what can and can’t be said by organisations, their staff and members (including volunteers).

Guidance on appointment of IET representatives

The IET has formal links with a wide range of organisations and is occasionally asked to appoint representatives and nominate or provide references for experts to work with such bodies. If you have such a request please read this guidance document before contacting the appropriate members of staff for assistance.

Working Together: Raising concerns and challenging inappropriate behaviour

On rare occasions disagreements arise between members of the team. When this occurs every effort will be made to find a mutually acceptable resolution to the disagreement. These guidelines set out how this should be approached.

Photography and filming at IET events

In order to show that the IET has made a reasonable effort to adhere to the GDPR rules around photography and filming, we need to provide a policy that gives clear guidelines on how to avoid breaching this legislation. This policy is for IET volunteers hosting or attending events, and intending to take photographs and/or filming of attendees which may be publicised for IET purposes.
Plagiarism
All publishers run the risk that allegations may be made that material published infringes the copyright or moral rights of a third party or contain plagiarised material. This is particularly the case where material is submitted by a large number of contributors with whom there is not an established relationship. This policy sets out the IET’s procedures in relation to plagiarism, infringement of copyright and moral rights, and submission to multiple publications.

Social media
The IET recognises the impact and potential of social media in areas such as communication, collaboration, data sharing, discovery, content development and publishing, and encourages volunteers, members and staff to engage in social media when appropriate and to use them to further the IET’s vision and mission. Guidelines are available with tips on how to maximise the benefits of using social networks.

Travel insurance
The IET offers travel insurance cover to members and non-members travelling on the IET’s request (this does not include cover for use of private vehicles). The cover provided under this policy includes a range of Medical and Travel Assistance services, supported by a 24 hour emergency helpline.

Whistleblowing
The Fundraising Regulator requires charities to have a whistleblowing policy to enable volunteers to report any concerns they may have regarding fundraising practice. The IET aims to have fundraising practices that are ethical and transparent, and this policy is part of assuring that we continue to do so.
Volunteering opportunities

Professional Registration
Secure the future of the profession by supporting engineering and technology professionals through their application for professional registration, offering reassurance and specialist advice.

Professional Development
Guide and support a member with their initial and continuing professional development, helping them to achieve their goals and potential.

Communities
Keep the IET relevant by sharing ideas, expertise and knowledge through local and technical networks. Promote the professional and specialist topics through a range of channels and activities, to inspire members and the wider public.

Board of Trustees
Use your leadership skills and experience to ensure the IET remains relevant and in a strong position to represent the profession around the world. IET Trustees lead strategy development, evaluate performance and have legal responsibility for the organisation.

Main Boards and Council
Your place could be amongst our Council members, bringing diversity to the range of skills, experience and representation needed for good governance. The Main Boards – on which Council members represent the views of members – are responsible for guiding delivery of our vision and mission.

Committees and Other Bodies
A wide range of IET functions need member insight and expertise to support decision-making, standard-setting, analysis and delivery of key products and services. Your skills could be of real benefit on one of our committees or panels.

University 'On Campus'
Create an IET On Campus community within your university, running activities to develop students' skills and help them into the workplace. Both university staff and student volunteers are at the heart of this initiative.

Fellowship Assessor
As an IET Fellowship Assessor, you can use your expert judgement and industry knowledge to assess whether a member meets the attributes to be elected into Fellowship.

Education (ages 5-19)
Could you inspire the next generation of engineers and technicians through education activities? Encourage school children to engage with the profession by opening their eyes to how engineering shapes our world.

Strategic Engagement and Partnerships
Use your influence to persuade government and key stakeholders to listen to the voice of the engineering profession, and represent the IET's position through media – partner with the IET to engineer a better world.

Publishing – IET Standards
Developing standards needs input from technical experts, including those who represent other bodies or stakeholders. Could you do this, or write content or review draft documents at the industry consultation stage, using good attention to detail and offering constructive criticism?

Accreditation and Apprenticeship Approval
Experience of apprenticeships or higher education, or in-company training programmes, could lead you to helping the Institution assess and accredit academic programmes or review and approve schemes in industry.

For more information on volunteer roles within these areas, visit theiet.org/volunteers/get-involved

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