

## Code of Conduct for Staff and Volunteers

As constituents of a non-profit organisation, in delivery of all Stiklings activities, volunteers and staff should reflect diversity on a global scale and should take into account regional representation, professional interest area, and workplace('s) setting.

The spirit of this document attempts to uphold Stikling's Core Values: passion for mission and vision; integrity; accountability and trust; treating people with respect and dignity; diversity; neutrality; and social responsibility.

Volunteers and staff shall at all times abide by and conform to the following Code of Conduct in their capacity as a Stiklings representative:

### General Expectations

- ★ Volunteers/staff shall make decisions in the best interests of Stiklings.
- ★ Volunteers/staff shall contribute to a collegial, inclusive, professional, positive, and respectful work environment for fellow volunteers, stakeholders, Directors and staff, and shall model the best in behaviour.
- ★ Volunteers/staff shall know, understand, and support Stikling's mission, vision, core values, purpose and goals and become familiar with and follow Stikling's policies, procedures, guidelines, and the **Staff and Volunteers Code of Conduct** while acting on behalf of Stiklings.
- ★ Volunteers/staff shall not discriminate and shall be respectful of ethnic, national, and cultural differences.
- ★ Volunteers/staff shall use Stikling's marks, insignia, name, logos, and trade address (collectively, "Stikling's Marks") only in compliance with guidelines issued by Stiklings.
- ★ Volunteers/staff shall at all times obey all applicable laws and regulations of the relevant government authorities while acting on behalf of Stiklings, including all laws and provisions that govern appropriate conduct in the workplace('s).

### Meetings and Communication

- ★ While acting on behalf of Stiklings, professional behaviour and respectful discourse shall be required of volunteers/staff. Disruptive or inappropriate behaviour toward other volunteers, stakeholders, Directors or staff is unacceptable.
- ★ Only information deemed for public knowledge may be shared or discussed outside Stiklings unless specifically authorised to do so by a Director. No volunteer shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the C.I.C., and each volunteer/staff member will uphold strict confidentiality regarding any information discussed at meetings or any other deliberations and communications. Questions regarding the confidential nature of Stiklings information or documents shall be directed to the appropriate Director.
- ★ Volunteers/staff are not permitted to speak on behalf of Stiklings or its Board/Directors to external parties, such as the media or other interested parties unless specifically asked to do so by a Director.
- ★ All contractual agreements are the responsibility of the Stiklings office. Volunteers/staff will not make such commitments on behalf of the Stiklings, except in accordance with established Stiklings policies.
- ★ All Stiklings correspondence, regardless of the medium, is a reflection on Stiklings. E-mail communications shall follow the same professional standards as verbal communication. E-mails may be considered legal documents and, therefore, caution shall be exercised when recording written opinions and statements pertaining to the role of the volunteer/staff member in Stiklings.

**We are committed to reviewing our policy and good practice annually.**

- ★ Volunteers/staff shall support Stiklings in communications with other volunteers, members, and stakeholders and Directors. Inappropriate communication by email or in any public forum about Stiklings, its volunteers, staff, stakeholders, Directors, policies, procedures or guidelines is not acceptable. Issues regarding Stiklings shall be taken up in private with the appropriate Stiklings Director.
- ★ Participation in committee meetings (in-person and teleconferences) is typically required to fulfil a volunteer's/staff members duties.

## **Relationship with Other Volunteers, Stakeholders/ Directors and Staff**

- ★ Volunteers/staff shall understand the scope of their authority and exercise good judgement in their dealings with other volunteers, stakeholders, Directors, staff, suppliers and the general public and shall respond to all constituents and the needs of Stikling's members in a responsible, respectful and professional manner.
- ★ Volunteers/staff shall not request special or personal favours or extensive information from other volunteers, stakeholders, Directors or staff, without prior consultation and agreement of a Director.
- ★ Stiklings events are conducted professionally and therefore appropriate behaviours are expected.
- ★ Volunteers/staff shall adhere to Stiklings policies, procedures, guidelines, and the Volunteer Code of Conduct in all interactions with other volunteers, stakeholders, Directors, staff, vendors, and other constituents.

## **Avoiding Conflict of Interest**

- ★ No volunteer/staff member will use any information provided by Stiklings or acquired as a consequence of their service to Stiklings in any manner other than in furtherance of his or her duties. Furthermore, volunteers/staff will not misuse Stiklings property or resources and will at all times keep Stikling's property secure and not allow any person not authorised by Stiklings access to such property.
- ★ Volunteers/staff shall not persuade or attempt to persuade any member, exhibitor, sponsor, supplier, contractor, or any other person or entity with an actual or potential relationship with Stiklings to terminate, curtail or not enter into its relationship to or with Stiklings, or in any way to reduce the monetary or other benefits to Stiklings of such relationship.
- ★ Volunteers/staff are expected to act at all times in the best interest of Stiklings and not for personal or third-party gain or financial enrichment. When encountering a potential conflict of interest, volunteers/staff will identify the conflict and report it to a Director, who may ask them to remove themselves from all discussions.
- ★ Volunteers/staff will not accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to Stiklings without fully disclosing such items to a Director in advance.
- ★ Confidential communication upon termination of service, volunteers/staff will promptly return to Stiklings all documents, electronic and hard files, reference materials, and other Confidential property.

## **Violations of the Code of Conduct**

- ★ Stiklings Directors shall resolve any issues with volunteers/staff in a professional manner.
- ★ Volunteers/staff members violating the Code of Conduct may be asked to resign from their position. If it's necessary to report the behaviour to external concerned bodies, the Director appointed to the dispute will determine if this action is necessary and will notify the volunteer/staff member.
- ★ Volunteers/staff members who have been excluded or removed from a position have 30 days to appeal the decision to the appointed dispute Director, who will

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review the situation with the other Directors and respond within 30 days of the request for appeal. All decisions of the Directors are final.

## **No drugs and alcohol policy – On 'Stiklings time'**

- ★ **Stiklings has a NO illegal drugs policy** - Whilst teaching/performing or doing anything related to 'Stiklings time' NO DRUGS. NOT ACCEPTABLE EVER. Also, you should not be detrimentally affected by the influence of any drugs. What you do on your own time is up to you, Stiklings accepts no responsibility for any effects or consequences, but you must be fit to fulfil your role. Please note it is illegal to take, buy or be in possession of controlled drugs in the UK and if you are found under the influence you will be reported to management and dealt with appropriately, you may be asked to leave Stiklings activities and not be paid.
- ★ **Stiklings has a NO alcohol policy** – NO ALCOHOL EVER on 'Stiklings time' unless a host offers to you as part of a social activity etc., and then only in moderation please – you still represent Stiklings! What you do on your own time is up to you, Stiklings accepts no responsibility for any effects or consequences. Never turn up to teach smelling of alcohol or appear drunk around clients of any kind. If you are found under the influence you will be reported to management and dealt with appropriately, you may be asked to leave Stiklings activities and not be paid.