

Code of Conduct for Volunteers

Approved by SMI Council on 12 February 2021.

Version 1, 12 February 2021.

Updated October 2023.

The purpose of the Code of Conduct for Volunteers is to set out standards of behaviour expected from volunteers of the Society for Musicology in Ireland (hereafter SMI). All volunteers should ensure that they have read and comply with this Code of Conduct. Volunteers should maintain the highest standards of behaviour in the performance of their duties by:

- Performing their volunteer role to the best of their ability in a safe, efficient and competent way;
- Following the SMI's policies and procedures as well as any instructions or directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Raising concerns, with the Honorary Secretary or the President, about possible wrongdoing witnessed by the volunteer in the course of the volunteer's role with the SMI;
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- Acting in a way that is in line with the purpose and values of the SMI and that enhances the work of the SMI;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers;
- Reporting any health and safety concerns;
- Directing any questions regarding SMI's policies, procedures, support or supervision to the Honorary Secretary;
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with SMI's grievance procedures (see SMI Policy on Complaints and Feedback);
- Declaring any interests that may conflict with their role or the work of the SMI (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from the Honorary Secretary;
- Keeping confidential matters and materials confidential;
- Exercising caution and care with any documents, material or devices, containing confidential information, and at the end of their involvement with SMI returning any such documents, materials or devices in their possession;
- Seeking authorisation from the President and/or Honorary Secretary before communicating externally on behalf of SMI;
- Maintaining an appropriate standard of dress and personal hygiene;

Volunteers are expected NOT to:

- Bring the SMI into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role;
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community);
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering;
- Provide a false or misleading statement, declaration, document, record or claim in respect of SMI, its volunteers, employees or Council members;
- Engage in any activity that may damage property;
- Take unauthorised possession of property that does not belong to them.
- Engage in illegal activity while carrying out their role.
- Improperly disclose, during or after their involvement with the SMI ends, confidential information gained in the course of their role with the SMI.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of SMI's other policies and procedures this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that SMI may terminate a volunteer's position without cause.

Volunteers acknowledge that no employment relationship is created in the context of their role with SMI.

The SMI Council will review the Code of Conduct for Volunteers at 3-year intervals or as appropriate. The Honorary Secretary is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including SMI Council, are expected to facilitate this process.

Signed

Name

Date