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|  **Laois Motor Club Ltd Code of Conduct for Members and Volunteers** |

The purpose of the Code of Conduct for Members and Volunteers is to set out standards of behaviour expected from members and volunteers of Laois Motor Club Ltd. All members and volunteers should ensure that they have read and comply with this Code of Conduct.

Members and Volunteers commit to and are expected to maintain the highest standards of behaviour in the performance of their duties by:

* Acting in a way that is in line with the purpose and values of Laois Motor Club and that enhances the work of the Club.
* Acting honestly, responsibly and with integrity.
* Treating others with fairness, equality, dignity and respect.
* Communicating respectfully and honestly at all times.
* Performing their volunteer role to the best of their ability in a safe, efficient and competent way;
* Following Laois Motor Club Ltd policies and procedures as well as any instructions or directions reasonably given to them by any person appointed to an official role by the club committee.
* Observing safety procedures, including any obligations concerning the safety, health and welfare of other people.
* Reporting any health and safety concerns to a member of the club committee.
* Directing any questions regarding Laois Motor Club Ltd policies to a member of the club committee.
* Keeping confidential matters confidential.
* Exercising caution and care with any documents, material or devices, containing confidential information belonging to, and about Laois Motor Club
* Seeking authorisation before communicating externally on behalf of Laois Motor Club Ltd
* Disclosing the fact that they have been charged with, or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to the Secretary of the board of directors of Laois Motor Club Ltd. For the avoidance of doubt, volunteers are not required to disclose the fact or details of ‘spent convictions’ under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to Laois Motor Club Ltd
* Notifying any member of the club committee of any concerns of breaches of the code of conduct witnessed by the volunteer during the volunteer’s role with Laois Motor Club.

Members and Volunteers commit to and are expected not to:

* 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).
* Bring the Laois Motor Club Ltd 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.
* 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 Laois Motor Club Ltd its volunteers, employees or charity trustees.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of Laois Motor Club Ltd policies and procedures this may result in the volunteer’s being the subject of a disciplinary process.

Volunteers acknowledge that no employment relationship is created in the context of their role with Laois Motor Club Ltd

The board of Laois Motor Club Ltd will review the Code of Conduct for Volunteers at 3 yearly interval or as appropriate. The Secretary of the board of directors of Laois Motor Club ltd is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.

Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .. .

Name . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .. .

Date . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .