

Code of Conduct

Thank you for agreeing to volunteer for Evolve. You are kindly giving your time to us on a voluntary basis. Your behaviour when volunteering for Evolve is a reflection on Evolve, and those that fund it. This Code of Conduct sets out the standards which you are expected to uphold.

This Code of Conduct applies to all pro bono and other volunteers, consultants, contractors and programme visitors including journalists, celebrities and politicians. It is applicable at all times while you are undertaking any Evolve activity. Breaches of this Code of Conduct are grounds for disciplinary action as appropriate.

This Code of Conduct should be read in conjunction with Evolve's Safeguarding Policy. As an organisation, Evolve affirms that everyone it comes into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Evolve will not tolerate abuse and exploitation by staff or associated personnel.

Legal Standards

Evolve volunteers are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies. There may be very serious penalties for breaking a local law which might seem trivial to you or for doing something which may not be illegal in the UK. And something that you do abroad might render you liable for prosecution in the UK. For example, it is an offence for a British national or someone who is ordinarily resident in the UK, to pay a bribe anywhere in the world.

Professionalism and Integrity

The work undertaken on any Evolve supported activity is to be conducted on the same basis as any professional undertaking. No distinction should be made between the standards that you would maintain for fee-earning work in your home country and the pro bono contribution you make to the Evolve activity.

Volunteers will uphold the integrity and reputation of Evolve by ensuring that their professional and personal conduct is consistent with Evolve's vision, mission and values. Volunteers will seek to ensure their conduct does not bring Evolve into disrepute and does not impact on their ability to undertake their role. Volunteers will not work under the influence of illegal substances.

Volunteers will treat all people fairly with respect and dignity. When travelling internationally on behalf of Evolve, Volunteers will be observant of all local laws and be sensitive to local customs. It is important for Volunteers to remember that countries visited during deployment may have different medical, cultural, moral and legal frameworks from those of your home country. You

must therefore consider the impact of these differences in advance of even seemingly routine actions. Find out about local laws and customs and the standards of behaviour people expect in the country you are visiting so that you can follow them.

Health, Safety and Welfare

Volunteers will ensure the health, safety and welfare of all volunteers, partners, suppliers and other individuals involved in the Evolve-supported activity. Volunteers will adhere to all health and safety requirements of the place of work and will behave in a manner such as to avoid any unnecessary risk to the health, safety and welfare of themselves or others, including partner organisations and communities with which you are working.

Safeguarding Compliance

Volunteers will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence. Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance. Volunteers will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics.

Volunteers will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking. Volunteers will not physically assault a child or vulnerable adult. Volunteers will not emotionally or psychologically abuse a child or vulnerable adult.

Evolve's Safeguarding Policy should be read alongside this Code of Conduct.

Anti-Bribery and Corruption

Volunteers will not accept significant gifts or any remuneration from governments, partners, communities with which you are working, suppliers and other persons which have been offered as a result of your working or volunteering with Evolve.

Evolve's Anti-Bribery & Corruption Policy should be read alongside this Code of Conduct.

IT and Data Protection

Volunteers will be responsible for their use of any Evolve information, assets and resources. Volunteers will not use IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics or encourages extremism. Volunteers will not use IT

equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse.

Upholding Confidentiality

Volunteers will exercise due care in all matters of official business, and not divulge any confidential, personal, sensitive or proprietary information belonging to Evolve or concerning Evolve, colleagues or the Evolve-supported activity, unless legally required to do so.

Complaints and Reporting

Volunteers must bring to the attention of the relevant Evolve staff member any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code of Conduct, in accordance with the Safeguarding Report & Investigation Procedure. Volunteers reporting concerns are protected by Evolve's Whistleblowing Policy.

Volunteers who have a complaint or concern relating to breach of the Code of Conduct should report it immediately to an Evolve staff member. If the Volunteer does not feel comfortable reporting to any Evolve staff member (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any Evolve Trustee. Evolve team members receiving reports or concerns are obliged to action or refer the report immediately as per the Evolve Complaints Policy and procedures.



**Volunteer Agreement
Declaration of Commitment**

I, the undersigned, _____ of _____
(organisation)

declare that I have received, read and understood the Evolve Safeguarding Policy and the Evolve Volunteer Code of Conduct and I commit to know and agree to work in accordance with them.

I understand that any failure to uphold the Code of Conduct may result in disciplinary action, termination of my relationship with Evolve, or further investigations or proceedings by relevant authorities.

Furthermore, I declare that I have no criminal records regarding any safeguarding offences (which I have not previously declared) and nor do I know of any reason why anyone would deem me a safeguarding risk.

I acknowledge that Evolve shall reserve the right to inform other institutions which may apply for professional references of the termination of a contract for serious violations of the principles of the safeguarding within the legislative framework application to the protection of information.

Date

Signature

Data Privacy Policy

I give consent to any personal information given in this form to be used in line with the privacy policy below: _____

Evolve will only hold and use the information recorded in this document (your information) consistently with its obligations under the General Data Protection Regulation and Data Protection Act 2018.

We will retain the signed document safely and will only use the information for the purposes of your engagement with Evolve. We will only use and retain your information



with your explicit consent. You may withdraw your consent at any time. If you wish to withdraw consent please use the Contact Us part of Evolve's website. The information will only be accessible to Evolve staff.

This document will be destroyed when it is no longer relevant. Volunteers should retain a copy of their signed Code of Conduct for their own records.

Full details of Evolve's Privacy Policy are available on Evolve's Website