



Events Volunteers Personal Conduct Policy Summary

Introduction

This policy sets out the behaviour Tearfund expects from staff and volunteers as we work together to achieve our mission. It is essential that all affiliated persons behave in a way that enables us to achieve Tearfund's vision and does not damage our ability to do so.

The purpose of this policy is to ensure all volunteers (including Tearfund staff) while associated with Tearfund, behave to:

- Promote mutual trust and respect between us and the people we work with at all events and related occasions.
- Enable everyone to perform their duties effectively
- Protect ourselves and those we work with
- Protect Tearfund's reputation as a distinctively Christian organisation

By accepting a place on team, a staff member or volunteer accepts the requirements outlined in this policy. If any team member is unsure of the standards required of them in any area relating to their role they should speak to their team leader or member of the Tearfund Events team for clarification.

1.1 Standards of Personal Conduct that are Positive and Encouraged

- Tearfund encourages humility and compassion in the work that we do and that team members are respectful, calm, forgiving, tolerant and servant-hearted towards others.
- Team should avoid destructive criticism, seek to resolve personal conflict as much as possible, and aim to work with integrity and transparency with those around them.
- Team should aim to maintain a close walk with God, fellowship with others, see each other as God sees individuals, and continue to behave and conduct themselves in accordance with Tearfund's [values](#) and [Statement of Faith](#). Team are encouraged to reflect the centrality of God in their work, through a commitment to prayer, participate in devotions.
- Tearfund is committed to transforming communities through restored relationships. All are expected to promote good relationships with all those with whom they work, and to recognise the value of each individual - made in God's image - regardless of gender, age, disability, nationality, religion, sexual orientation or ethnicity.

1.2. Personal Conduct standards

All staff and volunteers linked to Tearfund at any event in any capacity are ambassadors and representatives of Tearfund and all it stands for. Therefore we ask that all behaviour is such that it upholds the good reputation and gives positive not negative reflection on Tearfund.

Some particular ways to do this:

1.2.1. **Being appropriate** to the environments we work in. Volunteering at an event we should be mindful of event and festival codes of conduct and, if necessary, sacrifice certain ways of behaving and respect their codes of conduct.

1.2.2. **Dress code** - For events our dress codes are casual and related to the nature of the work

we're undertaking. Our branded T-shirts are worn. Anyone wearing a Tearfund T-shirt or branded clothing is representing Tearfund and therefore needs to comply with the standards set out in this policy.

- **Alcohol** - Team members are expected to be sensitive to when and where alcohol is consumed at events and to adhere to the festival's policy. If an event is 'alcohol-free' then to refrain from possession and consumption of alcohol throughout the duration. If alcohol is permitted, we ask that team only consume alcohol while off-shift and while not wearing any Tearfund branded clothing to avoid any confusion with being on or off shift. We ask that you only drink alcohol in moderation and remember that you are likely to be associated with Tearfund by festival-attendees (whether wearing a T-shirt or not) and therefore to be the best ambassador you can be at all times.
- **Smoking** - Team members should be respectful towards colleagues, other staff and volunteers, local partners, culture and the Christian or other religious community, and show sensitivity to when and where to smoke, especially when strong common practice and law dictates. Team members should not smoke in Tearfund buildings or vehicles in the UK and overseas.
- **Communication** - All team should be mindful of their body language and use of language and refrain from shouting, using abusive words and being disrespectful to authority.
- **Relationships** - All team should take great care and give due consideration to the standards and norms of the culture when interacting with members of the opposite sex, elders and dignitaries. This may mean that it is inappropriate to have mixed accommodation arrangements (as opposed to same sex accommodation) in some contexts. In all matters of behaviour, particularly so in relationships, team should conduct themselves appropriately in line with Tearfund's Christian ethos and values.

1.2.3 Use of social media

Teams are actively encouraged to enjoy using social media in their own time, and to express their own views and opinions. The nature of social media is that it is public and widely available, so the same principles apply to behaviour online as well as in other areas.

When team engage in social media (either at an event or in their own personal time), we ask that they would approach the online world in the same way they do the physical one: by using sound judgment and common sense, by adhering to Tearfund's values and by remembering that their comments and actions may be reflected onto Tearfund.

Statements made in social media postings and other forums (whenever made) can give rise to legal liabilities for any staff involved and for Tearfund. Everyone is responsible for the content they publish online.

Team are therefore expected to behave positively and respectfully through their use of social media. They should not breach confidentiality by disclosing internal-only or restricted information, and again, the criteria at the beginning of this personal conduct policy stand. So unacceptable behaviour could be any online activity that:

- damages mutual trust and respect between staff and the people we work with in the UK and overseas.
- prevents team from performing their duties effectively
- places team and those we work with at risk

- damages Tearfund's reputation as a distinctively Christian organisation.

1.3 Unacceptable behaviours

Some forms of behaviour are considered unacceptable. The list below covers the main behaviours that Tearfund consider unacceptable but is not exhaustive. These behaviours may result in you being asked to leave the event or to discontinue as a volunteer for Tearfund.

- **Aggressive Behaviour.** Team must refrain from being aggressive or violent and must not harass, bully, verbally or physically abuse other individuals and/or team members.
- Falsification of records.
- Disrespectful conduct.
- Possession of dangerous or unauthorized materials such as explosives or firearms in the workplace.
- Discrimination, team must not treat individuals unjustly or prejudicially on the grounds of any particular characteristic, including gender, age, disability, nationality, religion, sexual orientation or ethnicity.
- **Theft and Fraud** - team must not be found in possession of any property belonging to Tearfund or another team member, without the prior authorisation and approval of Tearfund and/or the other team member. Team are not to behave or participate in any fraudulent activities and should adhere to Tearfund policies in all dealings with such matters i.e. finance and the use of equipment.
- **Drunkenness** - Team are expected to be cautious in their consumption of alcohol and are not to abuse alcohol. Under no circumstances should team drink and drive, or be drunk whilst on Tearfund business. In certain situations, displays of drunkenness outside of work may be damaging to Tearfund's reputation.
- **Drugs** - Under no circumstances should team have in their possession or use any form of hallucinogenic or other narcotic substances that are illegal.
- **Coercive Proselytism** - Team must not use any form of coercion in the sharing of their faith, and must not speak or act inappropriately to the context. Tearfund rejects the use of coercion of any sort in the process of conversion or in keeping people as adherents of a particular faith. We affirm the principle of freedom of religion and tolerance of differences of belief.
- **Sexual exploitation and abuse** - Team members are not to use their position in Tearfund to ask for sexual favours and/or sexually harass other team.

2. How will Tearfund respond to personal misconduct?

All Team will be given access to Tearfund volunteering policies and procedures at the time of application. Applicants should read these policies and procedures and be aware that if, at any time their personal conduct does not meet the minimum standards and expectations as set out in this policy, they may be asked to leave an event or not volunteer for Tearfund in the future.

Tearfund wants to act with compassion, grace and pastoral concern whilst not shying away from difficult and firm decisions. Tearfund must act to protect staff and volunteers from abusive, harmful or inappropriate conduct and may be seen to be condoning a situation if it does not act in relation to personal misconduct.