



## English Bridge Union Volunteer Code

### Aims of the code

The aim of this code is to promote good practice in the involvement of volunteers in the work of the EBU and help understand the respective rights and responsibilities of volunteers in the organisation.

### Who is an EBU Volunteer?

There are a range of volunteer roles within the EBU including:

- EBU Board members;
- Committee members;
- Team leaders and coaches;
- Squad leaders;
- Ad hoc support – one off volunteering.

### Volunteer rights

Volunteers are covered under our [Employer's Liability Insurance](#) and are covered by the EBU's [Abusive Behaviour Policy](#). Any breach of the abusive behaviour policy against any volunteer will be referred to the Laws and Ethics Committee.

Volunteers will:

- be given the same protection under health and safety regulations and public liability as paid workers;
- be offered opportunities for training and skills development if appropriate for their roles and tasks within the EBU;
- not be used to directly replace paid workers, have unfair demands made on their time or be asked to do something which is against their principles or beliefs;

- not be asked to work in conditions considered unsuitable for paid staff and will have the same provisions made for them regarding [Health and Safety](#) matters.
- be free to take a break from volunteering or cease to volunteer.

### **Volunteer responsibilities**

Volunteers are required to sign a [Volunteer Registration form](#). This includes some basic contact details and an address for correspondence. These records will be stored and accessed as indicated in our [Privacy Policy](#).

Volunteers should:

- be aware of their roles as volunteers and responsibilities within the organisation;
- accept the organisation's aims and objectives and do what is reasonably requested of them;
- adhere to the principle of [confidentiality](#) as it applies to all information obtained whilst volunteering, except that which is publicly available, or under the express instruction of a committee chair or other responsible person;
- comply with the [current data protection legislation](#);
- comply with the EBU's social media ([Social Media Policy](#)) and act suitably when posting on social media recognising that they will be viewed by others as representatives of the EBU
- recognise that they represent the EBU and therefore need to act in an appropriate manner;
- not publicly disagree with or argue against decisions made by committees or groups to which they belong, and should abide by the EBU's [Committee Code](#) if they are members of any committees;

Volunteers are expected to adhere to appropriate standards of behaviour as described in this code and the various other codes and policy documents which have been referenced. Failure to do so may result in the volunteer being asked to stop volunteering and serious breaches may be pursued.

### **EBU responsibilities**

The EBU is committed to providing support for its volunteers as well as for its salaried staff.

The EBU recognises that there can be a crossover between volunteer roles and responsibilities, and those of salaried staff. These roles and responsibilities will be kept separate as far as possible.

The EBU's Core Values are: collaboration, inclusivity, transparency and integrity.

The EBU will

- ensure that Volunteer rights are provided;
- ensure that Volunteers are made aware of, and agree to comply with, this document, the EBU's Volunteer code;
- ensure that any personal information that a volunteer shares with the organisation is kept confidential and the EBU will act such that it is in compliance with [current data protection legislation](#);
- select volunteers based on their suitability for the required tasks and/or roles;
- not discriminate against volunteers on grounds of any [protected characteristics](#) under anti-discrimination legislation in force;
- provide training required to enable volunteers to fulfil or develop their roles;
- ensure that appropriate insurance arrangements are made for volunteers to cover them whilst undertaking duties on behalf of the EBU;
- re-imburse volunteers' expenses including travel, at the same rate as for salaried staff, as laid down in the procedures manual available from the office in Aylesbury;
- provide to volunteers refreshments, meals or subsistence allowances where work is carried out over a mealtime;
- ensure volunteers are made aware of the above rights and conditions without having to ask and are given details of current rates for expenses, as well as how to claim them.

### **Children, other young people and vulnerable adults**

The EBU is conscious of the special responsibility it has in respect of its Junior Squads and indeed young people more generally as well as other vulnerable adults. There is a specific [Code of Conduct for those working with Junior Squads](#).

There is also a [Safeguarding and Good Practice Guide](#). The document is intended to be definitive in respect of the activities of the EBU itself, as a direct employer of staff and volunteers working with young people, and as guidance for all bridge clubs affiliated to the Union. The procedures consist of some advisory guidelines and some mandatory procedures.

The EBU also understands that some of its members who are not under 18 may be vulnerable and require extra protection: those who are old and physically or mentally frail and those who are in a position where others have power or control over them, such as members of junior squads who are over the age of 18. The provisions of the

Safeguarding Policy apply to them as well as to those who are under 18. All such members will be made aware of a nominated responsible adult to whom they can voice any concerns.

### **Confidentiality and Committee Code**

The EBU recognises the importance of maintaining confidentiality for all the various stakeholders in the organisation including those who volunteer.

Committee and sub-committee members will be made aware of the [Committee Code](#). This code applies to Board Members, members of Standing Committees and members of other Committees established by the EBU. Those applying to stand for the EBU Board and its Committees will be deemed to have accepted this code in its entirety.

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