

Code of Practice and Grievance Procedure for Volunteers



United Kingdom
Mathematics Trust

1. Introduction

- a. The Trust is very grateful to its volunteers who make a large contribution to its work. UKMT expects its volunteers to understand the need to follow its policies and act with professional integrity. Much of what follows is common sense. However it is important to explain the procedures that will operate should there be a breach of UKMT policies. This Code of Practice is designed to ensure that any issues are dealt with fairly and appropriately.

2. Volunteer behaviour

- a. Volunteers are expected to:
 - i. be honest;
 - ii. be reliable;
 - iii. respect the views of others;
 - iv. keep confidentiality when appropriate;
 - v. read and comply with UKMT's child protection policy;
 - vi. read and comply with UKMT's data protection policy and other policies.
- b. Volunteers are expected to avoid:
 - i. discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation;
 - ii. bullying and harassment;
 - iii. harming the reputation of UKMT;
 - iv. abuse or misuse of UKMT property or the property of others.
- c. In line with these requirements volunteers are asked to help UKMT achieve its aims by:
 - i. following the advice of the UKMT Council, its Subtrusts and staff, the UKMT Child Protection Policy, the UKMT Health and Safety Policy, the UKMT Data Protection Policy and other UKMT policies;
 - ii. avoiding behaviour which may have negative impact on UKMT or other people within UKMT or members of the public;
 - iii. disclosing any information about past behaviour which may harm the reputation of the Trust.
- d. Volunteers will be expected to follow other policies which may be applicable depending on the type of activity taking place include, for example, the mentoring handbook, or the guidance for running a team challenge event.
- e. A copy of these policies will be sent by email to all volunteers once a year. Additionally, volunteers can receive access to copies of these policies on request to enquiry@ukmt.org.uk.

3. Criminal offences

- a. UKMT needs to conduct DBS checks for some volunteer roles. The role descriptions will specify whether or not a DBS check is required.
- b. All volunteers will be required to provide information about any past behaviour that may be problematic. A volunteer will not be required to stand down simply because s/he has been investigated, charged with or convicted of a criminal offence, but may be so required if there are implications for the welfare of others or themselves or the reputation of UKMT.
- c. Where any charge or conviction requires UKMT's prompt attention, there will be no need to await the outcome of the prosecution before taking reasonable action, which may include suspension during the period of such prosecution.

4. Dealing with misconduct and failure to follow this code of conduct

- a. Trustees, senior staff members, and those running events are responsible for advising volunteers if their behaviour is in breach of this code, and may ask for a volunteer to amend his/her behaviour.
- b. All investigations into misconduct by a volunteer will be conducted by the Director unless the volunteer is a member of Council or a Member of the Trust or the Chairman. In these cases, the Chairman or a Vice-Chairman will take on the investigation for a member of Council or Member of the Trust other than the Chairman, and a previous Chairman will take on the investigation into the current Chairman. All investigations will take place in complete confidence as far as possible.
- c. The Director or Chairman or a Vice-Chairman or past Chairman (as appropriate) will decide what action to take if a volunteer is found guilty of misconduct. Possible actions include requests to follow this code of conduct, prevention from performing some volunteer roles, and the requirement to stand down as a volunteer.
- d. Appeals against the findings of investigations or actions that result from investigations should be made to the Chairman, or the UKMT Secretary (if the volunteer is a member of Council). The appeal process will review the initial investigation to ensure this has been completed thoroughly and conducted fairly. If the appeal finds that the investigation has not been completed thoroughly or conducted fairly, then a further investigation by the Chairman (or Secretary) will take place. If the appeal is deemed to have been properly investigated, the original decision will stand. The Chairman's (or Secretary's) decision is final.
- e. In the event that the relevant investigating or appeals person is unable to perform their role, an independent person will be appointed by Council.

5. Grievance procedure

- a. Many potential grievance issues can often be resolved informally. An investigation into the grievance will take place, starting with informal discussion. Where some form of formal action is needed, what action is reasonable or justified will depend on all the circumstances of the particular case. Possible actions include requests to follow this code of conduct, prevention from performing some volunteer roles, and the requirement to stand down as a volunteer.
- b. A volunteer who has a grievance about how they have been treated by a member of staff or another volunteer should draw the matter to the attention of the Director, who will carry out an investigation, except when the person complained about is the Director or a member of Council or a Member of the Trust, in which case the Chairman or a Vice-Chairman will take on the investigation.
- c. A member of staff who has a grievance about how they have been treated by a volunteer should draw the matter to the attention of the Director, who will carry out an investigation, except when

the person complained about is a member of Council or a Member of the Trust, in which case the Chairman or Vice-Chairman will take on the investigation.

- d. Potential grievances should be reported in a timely manner, ideally within three months.
- e. Appeals against the findings of investigations or actions that result from investigations should be made to the Chairman (if they have not previously been involved), or the UKMT Secretary. Consideration may be given to involving an independent external party, such as a conciliation service, during the appeal. The appeal process will review the initial investigation to ensure this has been completed thoroughly and conducted fairly. If the appeal finds that the investigation has not been completed thoroughly or conducted fairly, then a further investigation by the Chairman (or Secretary) will take place. If the appeal is deemed to have been properly investigated, the original decision will stand. The Chairman's (or Secretary's) decision is final.
- f. In the event that the relevant investigating or appeals person is unable to perform their role, an independent person will be appointed by Council.

6. Dissemination of policy

- a. This document will be sent to all staff and volunteers annually and be included in all volunteer induction.