



# Mendip Cave Rescue

## Code of Conduct

### Adopted 20/12/2020

Mendip Cave Rescue (MCR) acts professionally and appropriately with all persons with whom it comes into contact, including persons working for the emergency services, its own members and co-opted persons, members of the public and cave rescue casualties.

As a volunteer team member you have a vital role to play in helping MCR provide the underground search and rescue service that cavers, the other emergency services and the general public have come to rely on.

Your commitment to MCR is an entirely voluntary one. Working relationships are based entirely on teamwork and trust and these are fundamental to providing our service safely and efficiently. It is important therefore that you understand what is expected of you by your fellow team members individually and by MCR as a whole.

MCR will take seriously and investigate expeditiously and transparently all allegations made against its personnel who breach the code of conduct, in accordance with its Grievance, External Complaints and Discipline Policy.

#### **You must:**

##### **Maintain high standards of personal conduct**

- Behave professionally, and be mindful of MCR's reputation at all times – remember, you are an ambassador for MCR
- Maintain the trust and confidence of MCR and its members, and set a positive example to other volunteers
- Act with respect, consideration and courtesy towards other team members, and members of other organisations with which MCR works
- Discuss any problems or issues in a reasonable, constructive manner and without aggression
- Act within the law at all times, including the Road Traffic Act and all driving and vehicle regulations
- Notify the Chairperson or Secretary if you are charged with, or convicted of, a criminal offence. Police enquiries, criminal proceedings or convictions relating to a criminal offence will be reviewed under the MCR Grievance, External Complaints and Discipline Policy to review whether membership of MCR can be continued or whether restrictions need apply.
- Give your service freely & voluntarily, with no vested personal or commercial interest

##### **Operate safely & to as high a standard as possible**

- Carry out your volunteer activities with due care and diligence, and at all times take all possible steps to ensure your own safety and the safety of those around you
- Report as soon as possible any injuries and accidents occurring whilst undertaking volunteer work for MCR

- Ensure that personal equipment is well maintained and available for deployment
- Take positive steps to further your own knowledge and expertise relevant to your role, through formal training or otherwise

#### **Be respectful of MCR operative policies & procedures**

- Follow MCR policy and operational procedure, and accept the direction of its officers
- Participate in training & meetings at least to the extent currently stipulated as a condition of membership

#### **Be respectful of MCR property**

- Respect, maintain and care for any property belonging to or being used by MCR
- Report any loss or damage to MCR's property
- If borrowed, return all property belonging to MCR at the earliest opportunity.
- Maintain securely all personal issue MCR equipment from damage or theft e.g. clothing, identity cards, first strike equipment. These items remain the property of MCR and must be returned if leaving MCR.

#### **Be contactable & available for call-outs, or notify MCR if not**

- Notify the MCR medical officer immediately of any illness or medical condition that would affect your operational status
- Notify MCR immediately if you no longer wish, or are no longer able, to volunteer your services.
- Notify MCR immediately of any changes in any of your contact details
- Respond, in a timely manner, to any request to update your membership details

#### **You must not:**

- Bully, harass or direct abusive or offensive language towards colleagues or members of other organisations with which MCR works
- Discriminate against any individual, in accordance with MCR's Equality, Diversity & Inclusion Policy
- Participate in any form of inappropriate behaviour or activity, when volunteering or otherwise, that brings MCR into disrepute
- Carry out volunteer duties when in an unfit state due to the influence of alcohol or other drugs or substances
- Falsify records, expenses or defraud (or attempt to defraud) MCR in any manner
- Misappropriate MCR property
- Misuse, or maliciously or heedlessly damage MCR property
- Inappropriately disclose confidential information, especially personal data
- Post photos or details of MCR rescues on social media that haven't been endorsed by MCR
- Publicly disclose any grievances with MCR or its members on social media or other public platform. Any grievances should be dealt with via MCR's Grievance, External Complaints and Discipline Policy