

Plymouth Environmental Action (PEA) Code of Conduct

What to expect on a volunteer day:

After booking on a volunteer day by email or text, PEA provides a volunteer pick-up from Bretonside Bus Station at 9:30am (unless otherwise stated), returning from practical days for approximately 4:30pm.

Volunteers should wear appropriate clothing for outdoor work and bring lunch and a drink. If required, PEA can provide waterproofs and any welfare items (such as sun-cream), as well as tea and biscuits!

The purpose of this Code of Conduct is to clarify how volunteers should conduct themselves and what to expect from PEA. If volunteers feel this Code of Conduct has been breached in any way, please do not hesitate to contact a member of the PEA team via email, telephone or in person:

Email: plymouthenvironmentalaction@hotmail.co.uk

Telephone: 07749 818360

Any incidents will be dealt with seriously and appropriate action will be taken by the PEA committee on a case-by-case basis.

Code of Conduct for Volunteers:

- Volunteers should ensure their behaviour, whether intentional or unintentional, does not cause harassment. This includes stalking, pestering, being threatening, giving someone unwanted attention, talking down to people, bullying and generally being disrespectful. For example, 'banter' might be bullying to one person, and 'a laugh' to another – respect that people have different perceptions.
- Do not gossip.
- Do not talk over others – wait for them to finish speaking before you speak.
- Respect abilities and backgrounds of all PEA volunteers. Radical political views and opinions, sexism and racism, will not be tolerated.
- Follow health and safety guidelines. Listen to instructions, use tools as instructed and ask for clarification if unsure.
- Volunteers are responsible for their own actions and are expected to behave in an appropriate manner when representing PEA.
- Volunteers are strongly advised to inform PEA if they have any criminal convictions or have received warnings regarding their behaviour from previous volunteering or employment.
- Respect wildlife and the environment! For example, take your litter home with you.

What to expect from PEA:

- PEA will provide tools, gloves and any PPE (Personal Protective Equipment) required for a volunteer day.
- PEA can provide wellies, waterproofs and jumpers for volunteers to borrow if required.
- People of any age, background, ability, or any other factor, are welcome to volunteer with PEA.
- Risk assessments are written before every event, PEA is covered by any insurance required, and health & safety guidelines are followed to ensure volunteer's welfare.
- PEA provides free transport from Bretonside Bus Station to activity sites. Any pick-up or drop-off points are at the driver's discretion.
- Any personal information written on volunteer forms is confidential and will only be seen by Volunteer Project Officers (VPOs).
- VPOs are available to talk to if queries arise while volunteering with PEA – any concerns are dealt with appropriately and in confidence.
- PEA reserve the right to exclude volunteers from activities if this Code of Conduct has been breached.

