

# Code of Conduct

The aim of the National Autistic Society is to support people with autism and their families. As parents and carers of people with autism, we volunteer our time to ensure that this support reaches our local area. To help ensure that everyone gets the most from our branch activities, we would appreciate it if you would read and comply with the following code of conduct.

## **What you can expect from your branch volunteers -**

- They will adopt the National Autistic Society's core values, policies and procedures and fairly represent the organisation
- They will do all they can to create a safe and welcoming environment for all those attending the branch
- They will treat all other volunteers and branch members with respect. Any physical, emotional, verbal abuse or rudeness towards other volunteers or branch members will not be tolerated
- They will maintain confidentiality regarding the NAS, its employees, volunteers, branch members and its work
- They will be reliable. They will make it clear when and how they will be available and meet these expectations, or provide as much notice as possible if they cannot
- They will respond to queries within the agreed time limits. This includes acknowledging all event bookings
- They will listen to all branch member concerns and respond appropriately

## **In return, we ask that all branch members –**

- Treat all volunteers and branch members with respect. Any physical, emotional, verbal abuse or rudeness towards volunteers or other branch members will not be tolerated
- Treat all branch property (including the venues they use) with respect and do not deliberately damage it
- Communicate with the branch volunteers. We ask that you tell us if you have any concerns and respond to our questions or queries within the agreed time limits. This includes ensuring that you pre-book for all events and tell us how and when you will cover the cost (if there is one)
- **Supervise and be responsible for their children at all times. As a result, they must do all they can to ensure that their children also follow this code of conduct**

If a branch member fails to comply with the above they may be asked to leave the branch and will no longer be able to attend activities. Equally, if a branch member has concerns over the conduct of a volunteer, these should be raised with the branch officer or the branch support officer

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## **NAS Branch Code of Conduct**

***This is to certify that you have read, understood and agree to the terms laid out in the Stafford NAS Branch Code Of Conduct.***

**Name:**

**Signed:**

**Date:**