

Volunteer Code of Conduct

Volunteers make a substantial contribution to the IoD and serve in a variety of roles. For example, they are appointed as chairs, committee members or ambassadors of the IoD's geographical groupings. They also take part in IoD taskforces, special interest groups and expert advisory groups, and serve on the IoD's Board and Council.

An IoD volunteer is defined as a member of the IoD who has been appointed to support the IoD in a specific role, function or office. Volunteers are not employees or contractors of the Institute and seek to further the aims of the Institute on a voluntary, unpaid basis.

The IoD Volunteer Commitment

As a volunteer at the IoD, I agree to uphold the reputation of the IoD and to act as an ambassador and advocate for the IoD in everything I do. I will help the IoD to present a positive example of business leadership and drive forward the strategies of the IoD.

To do this, I commit to act as One IoD, live the IoD values and demonstrate the IoD behaviours as set out below:

1. Act as One IoD

I agree to:

- Demonstrate the highest standards of personal conduct.
- Behave in an open, honest and ethical manner.
- Act in the best interest of the IoD and seek to advance its Royal Charter objectives.
- Not seek to obtain any personal, business or financial advantage from my role.
- Treat others with respect, politeness and consideration, including other IoD members, volunteers, employees and third-party organisations that the IoD has relationships with.
- Not engage in any forms of bullying, harassment or discrimination, and be willing to speak out if such behaviours are observed.
- Conduct myself professionally at all IoD meetings, events and activities, and be sensitive to how my behaviour may be perceived by others.
- Help build an inclusive IoD which is welcoming and supportive of members of all backgrounds.
- Comply with the laws and policies of the Institute and, where appropriate, respect the direction provided by IoD employees and the IoD Management Team.

- Champion the professional development of directors, and actively support and promote the IoD's director development programmes.
- Disclose other activities and affiliations in order to enable possible conflicts of interest to be identified and appropriately managed. In so doing, I will be mindful of the fact that potential conflicts can be both actual or perceived – and therefore I will disclose activities and affiliations which fall into either of these categories.
- Respect the privacy of members, volunteers and employees.
- Exercise care and responsibility towards the IoD's assets, intellectual property, data, confidential information and financial resources and take all reasonable measures to protect them from loss, damage or misuse.
- Champion the highest health, safety and environmental standards in all IoD activities.
- Not seek to undermine the policy perspective of the IoD in mainstream or social media, or through lobbying activities.

2. Live the IoD Values

Leadership

- I communicate clearly so that that people understand their role and how they can contribute.
- I act as a role model and ambassador.
- I demonstrate a genuine interest in making a difference to the aims and reputation of the IoD.

Respect

- I commit my own time to develop a deep understanding of others' perspectives, what is important to them and how we can best support them.
- I adopt a zero-tolerance approach to bullying, harassment or discrimination.
- I modify my personal style and approach to meet the needs of others.
- I act with integrity and respect the need for personal accountability.

Teamwork

- I feel a personal obligation and show a commitment to the success of the IoD.
- I take accountability for getting it right using business acumen and personal integrity.
- I collaborate to share knowledge and build our collective capabilities for the benefit of the IoD, its members and the profession of directorship.

Agility

- I identify new opportunities, and after appropriate consultation with the IoD team, seek to advance them for the benefit of the IoD.
- I react positively and quickly to change.

- I continue to evolve and grow and am comfortable stepping outside of my own comfort zone.

3. Demonstrate the IoD Behaviours

Connect

- I actively seek to build strong relationships and communities amongst IoD members and employees.
- I take time to understand the IoD membership proposition and the value it brings to members.
- I act as an ambassador for the IoD.

Develop

- I create an environment of high performance, empowerment, and collaboration.
- I actively seek to reach the highest levels of professional and personal development.
- I seek to develop others by investing time in teaching, coaching, and mentoring.

Influence

- I help members to better understand the business environment including challenges, risks, and opportunities.
- I seek to understand the perspectives of other members and find appropriate ways to communicate them to policy makers.
- I avoid communicating in mainstream or social media in a way that is not aligned to IoD values or policies.

Declaration

Breaches of this Code should be escalated to the Institute Secretary, who will investigate the matter. The IoD Management Team will recommend an appropriate response to the IoD Board.

I confirm that I, as a volunteer at the IoD, have read, understood, and agree to adhere to this code of conduct.

Name:

.....

Signature:

.....

Date:

.....