

Code of Conduct for VITAL Volunteers

All VITAL volunteers are asked:

1. To treat the volunteer placement as if it were a professional assignment.
2. To behave in a manner that represents the University of the Arts London in the best possible light.
3. To report any changes in circumstance to both the Volunteer Development Co-ordinator at VITAL and the supervisor of the current placement.
E.g. if you can no longer attend, let us know with suitable warning.
4. To be punctual and presentable.
5. To observe the rules, regulations and policies of the placement organisation.
6. To feedback information about the voluntary experience to the staff team at VITAL if and when requested.
7. To claim any out of pocket expenses, either from the placement organisation or from the staff at VITAL. Please keep receipts otherwise we cannot reimburse you.
8. To keep confidentiality when asked.
9. To observe all Health & Safety requirements as directed.
10. To put all course and University work before volunteering. Volunteering is complimentary to your course or daily work.
11. To be aware of the intellectual properties of any work they may do whilst volunteering and ensure that they receive due credit and acknowledgement.
E.g. Photographers whose images are used are credited by the image.
12. (optional) To give feedback to VITAL during or after the placement via a simple feedback form, to allow us to develop and improve our service.