



PROCEDURE

CODE OF CONDUCT

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DOCUMENT DEVELOPMENT AND APPROVAL

Ownership	
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This document has been issued and amended as follows:

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ACRONYMS AND ABBREVIATIONS

A full list of acronyms and abbreviations can be found in the CAVRA Glossary of Abbreviations. The following acronyms and abbreviations are used throughout this document:

Abbreviation	Definition
CAVRA	Civil Aid Voluntary Rescue Association

DEFINITIONS

The following terms are used throughout this document:

Term	Definition

1. Introduction

- 1.1. CAVRA's work is based on deeply held values and principles. It is essential that our commitment to humanitarian principles is supported and demonstrated by all members.
- 1.2. In order to meet our objectives, CAVRA must retain its reputation as an organisation of integrity and respect. As a member of a team that brings assistance to vulnerable communities, you represent CAVRA in your work and life. The code of conduct outlined below is designed for your guidance and protection to help you understand what CAVRA considers to be acceptable professional and ethical behaviour. In joining CAVRA, you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code.

2. Scope

- 2.1. This Code of Conduct forms part of your contract of your voluntary role with CAVRA and failure to adhere to it could result in disciplinary action being taken. Any disciplinary action will be taken in accordance with the CAVRA Discipline Policy.
- 2.2. The Code of Conduct covers all volunteers and trustees with CAVRA, collectively known hereafter as members.
- 2.3. Where this Code relates to existing CAVRA policy documents these connections will be noted. You are encouraged to also familiarise yourself with these policies.

3. Professional Ethics, Neutrality and Impartiality

- 3.1. CAVRA members are expected to perform their duties from a position of neutrality and impartiality.
- 3.2. Where members are also members of professions with established professional ethical codes they are encouraged to continue to abide by those ethical codes, as well as the CAVRA Code of Conduct.
- 3.3. Members are encouraged to review significant international documents such as the UN Declaration of Human Rights and The Core Humanitarian

4. General Conduct

- 4.1. CAVRA members should not operate outside the scope of their physical, mental, or emotional ability.
- 4.2. Any pre-existing conditions, either mental or physical, must be raised with the relevant manager prior to an operation or activity if they have the capacity to impact on an individual's ability to discharge their duties.
- 4.3. Members should represent themselves and CAVRA with the highest standard of professional conduct; never violating the principles of their training or profession.
- 4.4. Disaster response activity can be physically and emotionally tiring. It is important to take appropriate measures to manage wellbeing, attend daily debriefs and inform a Team Leader if you are struggling.
- 4.5. Members should be on time for required activity and listen to all safety or operational briefings given.
- 4.6. There are risks involved with disaster response activity, CAVRA will provide appropriate training and Personal Protective Equipment (PPE), which must be completed / used as directed.
- 4.7. Up to date Next of Kin information must be given to CAVRA prior to deploying.

5. Abuse of Power

- 5.1. Humanitarian work is a privilege and as a result of ongoing high standards CAVRA continues to enjoy respect amongst our service users.
- 5.2. Members are not to use the power of their position for their own benefit or for the benefit of family members or friends.
- 5.3. Kickbacks, bribes or other forms of personal enrichment are not permitted in any circumstances. Members must adhere at all times to the CAVRA.

6. Anti-Bribery Policy

- 6.1. Members are not permitted to receive personal gifts of money, materials, or services from service users or partner agencies.
- 6.2. In situations where contracts to provide services for CAVRA are being facilitated by members, all such contracts are to be fair, equitable, written and signed by all parties.

7. Relationships with the local community

- 7.1. CAVRA encourages members to develop comprehensive relationships with the local community. The overall success of our work will be significantly enhanced through positive local relationships. This policy is of particular relevance to CAVRA members on operational activity.
- 7.2. Where personal interest is present, members are encouraged to join with local community groups.
- 7.3. Managers and Team Leaders will assist in this process if required. If in doubt about this, or any other aspect of this Code please consult your Manager or Team Leader.

8. Conflicts of Interest

- 8.1. Occasionally situations arise where a conflict of interest occurs between CAVRA activities and personal activities. This can particularly occur in the areas of service provision and business contracts.
- 8.2. Members are not permitted to form business relationships between members of their own extended family and CAVRA.
- 8.3. Members who also manage private businesses or have a financial interest in businesses are not permitted to sign contracts between CAVRA and those businesses.
- 8.4. Where members become aware of a potential conflict of interest they must immediately discuss this matter with their supervisor. CAVRA will make every effort to ensure that members will not be disadvantaged by the process of enhancing neutrality and fairness.
- 8.5. Where members continue to permit a conflict to remain, disciplinary processes may be invoked in accordance with the CAVRA Discipline Policy.

9. Use of CAVRA assets and institutional knowledge

- 9.1. CAVRA may provide equipment such as vehicles or computers in order to assist the local community recovery effort. CAVRA recognises that in some circumstances this equipment is able to be used for private purposes.
- 9.2. Where permission is granted to use equipment for personal use, discretion must be exercised in order to maintain the reputation of the organisation.
- 9.3. CAVRA has a significant database of documentation relating to our humanitarian work. This remains the property of CAVRA and must be protected.
- 9.4. Members are not permitted to use CAVRA documentation for personal advancement.
- 9.5. Expenditure of CAVRA funds must be reasonable and maximise impact for every £ spent.
- 9.6. All assets, finances and property must be accounted for at the end of an operation or activity.

10. Media Relations

- 10.1. CAVRA regards media coverage of our activities as being positive and pivotal to the success of our existence and is strongly encouraged.
- 10.2. Disaster response operations are expensive. While it is in no way required, fundraising for operations would be much appreciated. Sharing the story of your work with friends and family and involving them with CAVRA allows us to continue to deploy members and equipment for operations.
- 10.3. All media contact must be directed through the CAVRA Media Team.
- 10.4. Any requests for personal interviews or comments must be referred to the CAVRA Media Team in the first instance.
- 10.5. Do not post anything related to CAVRA on social media without clearance from the CAVRA Media Team, to avoid reputational or personal damage.
- 10.6. For more information, contact the CAVRA Media Team.

11. Photography/Videography

- 11.1. Photography/videography should only be undertaken by a photographer/videographer designated by the Team Leader or Media Team.
- 11.2. Be conscientious if you pull out a mobile phone for a shot of properties / people / damage, this may be necessary to deliver operational objectives, however it should never appear that we are chronicling the damage that occurred (disaster tourism). This should be cleared with a Team Leader and respect must be shown at all times.

- 11.3. Consent should always be sought prior to photographing a person / their property.
- 11.4. CAVRA reserves the right to take photographs of training, operations and other activities which will feature volunteers and to copyright, use and publish the same in print and/or electronically. If you do not wish your photograph taken / used please ensure you inform Team Leader / Course Instructor / Media Team as soon as possible.
- 11.5. Photographs may be used by CAVRA with or without a member's name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

12. Relationships with Other Members

- 12.1. Members are encouraged to maintain open and professional relationships with each other. Differences in culture, religion and politics should be respected.
- 12.2. Members must not take part in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe the rights of others inside or outside CAVRA. Members must adhere to the CAVRA Equality and Diversity Policy.
- 12.3. Members must adhere to all legal and organisational health and safety requirements in force at the location of work. Members must adhere to the CAVRA Health, Safety and Environment Policy.
- 12.4. While it is to be expected that friendships will develop between members, such relationships must not interfere with operational objectives.

13. Alcohol and Drugs

- 13.1. Members are never permitted to work whilst under the influence of any drug related substance, legal or illegal, that affects the ability to perform their duties.
- 13.2. No such substances are permitted on CAVRA property, offices, accommodation or in vehicles.
- 13.3. Working under the influence of alcohol is considered gross misconduct and members affected by alcohol during work periods will be dealt with in accordance with the CAVRA Discipline Policy.
- 13.4. CAVRA does not seek to restrict members' activities during private periods. However, please remember that whether you are undertaking CAVRA tasks or enjoying private time you are likely to be viewed as a representative of CAVRA. Therefore, you are encouraged to maintain self-control and limit the use of all substances, legal or otherwise.
- 13.5. Behaviour that is illegal, or brings CAVRA into disrepute, will be dealt with as appropriate in accordance with the CAVRA Discipline Policy.

14. Criminal Records

- 14.1. All members will be asked to undertake a Disclosure and Barring Service (DBS) check in accordance with the CAVRA Safeguarding Policy.
- 14.2. Any matters revealed on a DBS certificate will be discussed with the individual in a respectful and fair manner, and will not automatically prevent anyone from participating in CAVRA activities.
- 14.3. Members must notify CAVRA of any criminal charges that arise during their period of employment or volunteering.

15. Enforcement of the Code of Conduct

- 15.1. CAVRA Senior Leadership Team, Regional / County Leads or Team Leaders when on operational duty, are responsible for administering the provision of the Code and acting to resolve issues under the Code. Any discipline action will be taken in accordance with the CAVRA Discipline Policy. CAVRA Senior Leadership Team, Regional / County Leads or Team Leaders and the individual have the right to escalate any issue to CAVRA Chairman for resolution.

16. Members Declaration

- 16.1. By becoming a member of CAVRA I agree to and intend to comply with the Code. I acknowledge that failure to comply with the Code may result in disciplinary action being taken against me in accordance with the CAVRA Discipline Policy.

PROCESS CONTROL

Application of the Procedure is controlled by the Administration team.

REVIEW AND UPDATE OF THE DOCUMENT

This policy will be reviewed annually, or sooner if there has been a breach. The review will ensure the policy remains up-to-date in line with UK legislation and best practice, as well as assessing the effectiveness of how the policy is working in practice and taking action to address any identified issues.

REFERENCES

Ref:	Document Title
1.	