



Volunteer Code of Conduct

As a volunteer of LUPUS EUROPE (also referred to as “the organisation” in the text), I agree to adhere to the following statements:

1. Respect

- I will treat colleagues, members of staff, external partners and any person I come into contact with as part of my work for LUPUS EUROPE with respect and courtesy at all times.

2. Commitment

- I will do my utmost to devote appropriate time preparing for and attending the meetings or events to ensure they add value to the collaboration, research or project.
- When attending meetings on behalf of, or subsidised by, LUPUS EUROPE, I will act in accordance with LUPUS EUROPE’s direction, and through my participation, deliver on LUPUS EUROPE’s objectives to the best of my abilities. I will not act for any individual capacity or gain.

3. Confidentiality

- I will respect organisational, Board and individual confidentiality. I will maintain confidentiality of any sensitive or personal information to which I have been exposed in group or one-to-one settings.
- I will not share any private details of colleagues or other persons (personal information, email, phone numbers, ...) without their explicit and free consent. I will not use such data for a project or personal interest without explicit approval of the Board.
- I will not reproduce or share any LUPUS EUROPE projects or initiative without approval from the Board.

4. Law, mission, policies

- I will not break the law or go against charity or company regulations or act in disregard of organisational policies in anything I do or in any personal relationships I have as part of my volunteering role.
- I will abide by organisational policies, in line with its mission, vision, values and strategic objectives. I will raise questions to the Chair, General Secretary or Board where I am unclear about the position the organisation wishes to take on a project that I am involved with.

5. Conflicts of interest

- I will always strive to act in the best interests of the organisation and declare any current or potential conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will accept the judgment of the Board and/or a formed Ethics Committee and do as it requires to resolve matters regarding potential conflicts of interest.

6. Breach

- I will nourish and support a welcoming and harmonious environment in all our activities. Should the need arise, I will raise any breach or concern with the Chair to investigate and decide appropriate action.
- I will accept the decision of the Board or the Ethics Committee regarding any breach issue that I am involved with.

7. External Relations

- I will not speak in my capacity as a LUPUS EUROPE volunteer to the media or in a public forum without the prior knowledge and approval of the General Secretary or Chair.
- When I am speaking as a volunteer of LUPUS EUROPE, my comments will reflect current organisation positions even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- When attending meetings in my capacity of LUPUS EUROPE volunteer, I will provide, within a reasonable time frame, a summary of key discussions or conclusions impacting LUPUS EUROPE

8. Personal gain

- I will not seek any personal gain, material or financial, from my role as a LUPUS EUROPE volunteer, nor will I permit others to do so as a result of my actions or negligence. If my role leads directly or indirectly to personal gain, I will expose clearly the situation to LUPUS EUROPE Chair or General Secretary and obtain approval before accepting the gain.
- I will document expenses and seek reimbursement according to procedure.
- I will only incur truly necessary expenses, keeping in mind that LUPUS EUROPE funds should be used at best to enhance the condition of people living with lupus.
- I will not accept substantial gifts or hospitality going beyond reimbursement or coverage of legitimate expenses to attend events of a business nature. In applying this, I will be cautious that different people could interpret in different ways what constitutes a substantial gift or hospitality and will seek Board clearance before acceptance.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

9. Meetings

- I will strive to attend all meetings related to my engagement, responding promptly to the organiser or giving apologies ahead of time if unable to attend.
- I will honour the authority of the meeting leader.
- I will accept a majority vote on an issue as decisive and final.
- As a volunteer, I will have no legal authority to act in the name of LUPUS EUROPE, except when the Board has given delegated authority to do so.

10. Leaving

- I understand that substantial breach of any part of this code may result in my removal from volunteering for LUPUS EUROPE.
- Should I wish to stop my activity, I will inform the Chair, Team leader or General Secretary in advance. If my resignation is due to any inter-personal issue, safeguarding or ethics concern, or conflict with the organisation, I will agree to explain the situation and to participate in an exit interview.