**The (organisation) Interests and Reputation**

**Objective**

The (organisation) wishes to maintain its positive reputation within the wider community and therefore asks that its volunteers portray the Trust in a suitable manner at all times.

**Practice**

As a volunteer you may often be representing the (organisation) in many different situations and should do so with a responsible, positive and professional attitude. Your volunteer manager will ensure you are able to refer any difficult enquiries or situations to them.

You are asked to uphold the same standards as the trustees and should be provided with the information and facilities, wherever possible, to enable you to do so, especially where an element of your task involves interacting with members and supporters, the general public or other organisations.

Areas where you should help to protect the (organisation) interests are:

• Having regard for the welfare of other volunteers, and the public

• Caring for the (organisation) physical assets, eg woods, equipment etc.

• Safeguarding the (organisation) against inappropriate use of its name, logo and unauthorised reproduction of its publications

• Guarding against the inappropriate use of (organisation) resources

• Referring any press/media enquiries to the volunteer manager.

We acknowledge that you have the right to speak out against serious malpractice without recrimination. If you feel that we are not working to the highest levels of operating standards, in the first instance you should bring the matter to the attention of your volunteer manager. Any matter that you report will be taken seriously and treated appropriately. The Trust will ensure that anyone who reports any concern in good faith will be treated with respect, regardless of whether or not the concern is ultimately proven. If you believe that you are not being treated as you would wish by someone within the (organisation) as a result of reporting a concern or assisting the Trust in any investigation, you should inform the volunteer manager immediately.