

Towcester Community Fridge Code of Conduct/Values Policy

Approved By: Committee

Status: Approved 07.02.2026

Next Review Date: [set later]

Purpose

To set out expected behaviours, principles, and values for all committee members, volunteers, and staff, ensuring a respectful, safe and collaborative environment and supporting compliance with legal, regulatory, and organisational policies.

Scope

Applies to all committee members, volunteers, staff, and any person acting on behalf of the organisation, including temporary or informal roles.

Policy Principles

Respect:

All members and volunteers must treat each other with respect, kindness, and professionalism.

Collaboration:

Decisions should be made collectively and communicated clearly.

No Abuse of Power/Zero Tolerance:

Any intimidation, threats, harassment, or abusive behaviour will not be tolerated. Breaches may result in temporary suspension or removal from volunteering or committee roles.

Constructive Communication:

Disagreements must be addressed respectfully, using formal channels when appropriate.

Integrity & Conflicts of Interest:

All committee members and volunteers must act in the best interests of Towcester Community Fridge. Any actual or potential conflict of interest that could influence decision-making must be declared to the committee at the earliest opportunity and managed appropriately.

Transparency:

Relevant information should be shared appropriately with the committee to enable informed decisions.

Confidentiality:

Sensitive information, discussions, and decisions are ***committee-only*** and must ***not be shared outside the organisation*** without explicit permission.

Procedure

- Any concerns about conduct should be raised with the Chair or Secretary.
 - The committee will review and decide on appropriate steps, including temporary or permanent removal if zero tolerance breaches occur.
 - Records of any formal conduct discussions should be added to Governance Notes.
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Responsibilities

- **All Committee Members & Volunteers:** Follow the Code of Conduct, communicate respectfully, and act in line with organisational values.
 - **Chair/Secretary:** Ensure the Code is understood, upheld, and applied consistently.
 - **Committee:** Monitor adherence and address breaches as required.
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Review

Reviewed annually or sooner if there are incidents or significant organisational changes.