



Statement of expectations

Volunteers are an important and a valued part of the CIPD, and we aim to make the volunteering experience both productive and rewarding. The organisation will treat volunteers with respect and dignity and as equal partners in meeting CIPD's purpose in championing better work and working lives. The purpose of this document is to raise awareness of the expectations, mutual benefit and responsibilities of both parties in a collaborative working relationship.

What can we expect from you?

As an ambassador for CIPD we ask that volunteers champion our purpose and vision and act with a high level of respect and integrity to:

0.1 Uphold and promote the standards and behaviour set in the Code of Conduct:

<https://www.cipd.co.uk/about/what-we-do/professional-standards/code>

The obligations in the Code of Conduct apply to all volunteers and we take concerns regarding alleged breaches of the Code seriously. In order to consider allegations of misconduct, investigation and conduct procedures apply and these are set out in CIPD's Regulations:

https://www.cipd.co.uk/Images/cipd-regulations-sept-2020_tcm18-11533.pdf

0.2 Fulfil the role and responsibilities detailed in the role profile to the best of your ability

0.3 Consider your wellbeing and inform us if you need to temporarily or permanently step away from your role

0.4 Work collaboratively with CIPD in a productive, tolerant and supportive way

0.5 Contribute feedback, perspectives and ideas

0.6 Embrace CIPD core values

0.7 Support, promote and embrace diverse and inclusive ways of working

0.8 Complete induction and training relevant to your role, such as, data protection, in a timely manner

0.9 Complete relevant CPD

0.10 Respect confidentiality

0.11 Support and work towards the strategy

0.12 Follow CIPD Regulations, policies and procedures

0.13 Do not use the role to promote yourself and your services or encourage suggestions of perceived conflict of interest

0.14 Align to the seven principles of public life: integrity, objectivity, accountability, openness, selflessness, honesty and; leadership

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>



As a volunteer at CIPD, what can you expect from us?

Conduct and behaviour

- 1.1 Work collaboratively with you to offer the best possible service to CIPD Members
- 1.2 Lead and role model CIPD's purpose, vision and values
<https://www.cipd.co.uk/about/who-we-are/purpose>
- 1.3 Act with a high level of respect and integrity and in a professional manner at all times
- 1.4 Uphold, promote and operate the standards in the Code of Conduct
- 1.5 Value, respect and ensure you are treated fairly
- 1.6 Support, promote and embrace diverse and inclusive ways of working
- 1.7 Respect your time and appreciate that you have other commitments
- 1.8 Respect confidentiality
- 1.9 Apply due diligence and resolve fairly any problems, grievances or difficulties and provide an opportunity to discuss any unresolved issues
- 1.10 Highlight and support the mutual benefits achieved as a result of contributing as a volunteer

Transparency

- 2.1 Provide you with information relevant to your role such as role profiles, CIPD Charter, Byelaws and Regulations
- 2.2 If relevant, provide information on role duration and formal tenure
- 2.3 Share relevant strategies
- 2.4 Provide feedback and an explanation of (and support to achieve) standards, policy and process
- 2.5 Apply data protection and governance to protect your data
- 2.6 Provide insurance for work undertaken in the capacity of the volunteer role

Training and support

- 3.1 Consider and support your wellbeing including the need to temporarily or permanently step away from your role
- 3.2 Provide you with an appropriate induction to CIPD and training and development relevant to your role
- 3.3 Reimburse you for your reasonable expenses incurred in line with our expenses policy
- 3.4 Provide you with a main point of contact
- 3.5 Provide ongoing communication, guidance and support
- 3.6 Respond to your request for information in a timely manner