



Trinity Development & Alumni - Volunteer Code of Conduct

On behalf of the students and alumni of Trinity College Dublin, we are grateful for your volunteer service. Our success depends on our network of volunteers serving in a variety of roles.

This Code of Conduct has been created to help Trinity Development & Alumni to ensure that your volunteer experience is meaningful, productive, safe for all participants and consistent with the values and ethos of Trinity Development & Alumni.

This Code applies to all volunteers of Trinity Development & Alumni, including class, regional/programme chapter, ambassador, mentor, club and special interest affinity group volunteers.

Specifically, we ask volunteers to comply with the following:

- Volunteers must act in the best interest of Trinity Development & Alumni and Trinity College Dublin as a whole – considering what is best for the College and not publicly say (or post on social media) anything that would bring the University or its staff or students into disrepute or speak on behalf of the University or any of its staff or students. If in any doubt, please check with the Alumni Office for guidance.
- Volunteers should advise students, prospective students and alumni to the best of their ability, but not make any guarantees or promises that may not be in their power to uphold.
- Volunteers must act considerately and respectfully with all – respecting diversity, different roles and boundaries, and behave in an ethical and non-judgmental fashion when acting on the University's behalf.
- Volunteers must acknowledge and respect the input of other volunteers or Trinity Development & Alumni staff.
- Volunteers should respond in a timely fashion to enquiries regarding the University and copy in/inform the Trinity Development & Alumni Office when replying.
- Volunteers must respect confidentiality – confidential information or material provided or discussed must remain confidential and be managed according to relevant legislation:
 - Volunteers must safeguard any personal information you may become party to, including contact details or financial information and ensure these are reported back to the Trinity Development & Alumni Office and then destroyed.



- Volunteers must not to use any confidential information for your own benefit or that of your employer unless authorised in writing by Trinity Development & Alumni.
- Volunteers must not accept any form of payment or reward with relation to volunteer duties or gain financial or other material benefit for yourselves, your families or friends from Trinity Development & Alumni (other than reimbursement of expenses).
- Volunteers must disclose involvement in other organisations, businesses or individuals where such relationship(s) might be viewed as an actual or potential conflict between your personal financial interests and that of Trinity Development & Alumni. In certain instances, you'll be asked to disqualify yourself from participating in any decision with respect to those interests.

Our Commitment to You:

Trinity Development & Alumni greatly values your contributions as volunteers. Our commitment to you includes ensuring:

- Trinity Development & Alumni will treat you with the same respect and according to the same values that we expect of Trinity Development & Alumni staff. Those values can be found [here](#).
- Trinity Development & Alumni will provide guidelines for your volunteer role and training, where needed.
- You will have a contact in Trinity Development & Alumni who provides you with the information, support and resources you need to perform your role.
- Trinity Development & Alumni will never release your details to a third party without your express permission.

By participating in any volunteer role, we expect a commitment to uphold this Code of Conduct.