

BTO Youth Code of Conduct

This Code of the Conduct is for all young people representing BTO Youth.

Why we have a Code of Conduct:

- To make sure all BTO Youth activities and events are safe and inclusive for young people, BTO Youth staff and others who may be there.
- So it is clear how we expect you to behave and how you can expect other young people and staff to behave towards you.

The Code of Conduct applies not only to face-to-face events, but also online events, digital interactions (texting, messaging, email, digital meetings) and any other activity where you are representing BTO Youth and the BTO.

What we expect from you:

- Represent BTO with passion, commitment and enthusiasm.
- Respect your peers, participants, staff and anyone else affiliated with the organisation.
- Be inclusive and supportive to everyone involved in BTO's work.
- Challenge negative and discriminatory behaviour and attitudes.
- Promote a positive working environment that encourages others to feel comfortable and confident; be a role-model.
- Conduct yourself in a professional manner at all times.
- Adhere to all health & safety, confidentiality and safeguarding policies and procedures.
- Respect other people's right to privacy. For example, do not share photos and peoples names on social media without their permission.
- Remember that BTO is a non-campaigning organisation, so when representing BTO this means being considerate of our stance on topics such as bird persecution. You can ask staff for guidance on this at any time.

What you can expect from us:

- All our staff will also uphold the Codes of Conduct and treat you with respect.
- We will challenge discrimination and promote equal opportunities across our work.
- All young people involved in BTO Youth's work have the right to be respected and safe.
- We will make sure all our activities are inclusive and accessible.
- We will manage behaviour and act appropriately.
- We will respond to all complaints and act in a timely manner.
- You will have a named worker from the BTO Youth Team who offers regular communication and will support you to be involved in the programme.

Misconduct procedure

Although we never hope to need to implement this procedure, if at any stage we receive a complaint or are concerned about behaviour shown by any one of our Youth Volunteers, we implement a three-strike process. The strikes are as follows:

- **Strike one**
This will be a verbal or written warning highlighting the issue and whether or not a complaint has been filed.
- **Strike two**
On this occasion, we will highlight again what the issue is and how we hope to resolve it. This may include actions, such as being asked to complete training, a reconciliatory meeting, or a more in-depth conversation with staff.
- **Strike three**
At strike three, we will determine whether or not the voluntary position at BTO will be terminated.

In some cases, we might move directly to strike two if we think this is appropriate.

How to report an issue:

If you are concerned about someone's behaviour or have a complaint against a young person, volunteer or a member of staff, please initially speak to someone on the BTO Youth Team (Faye Vogely or Chris Marais). If you feel they are not listening to you, or the complaint is against them, please contact the People team at people@bto.org.

By signing this form you agree to the Code of Conduct. Should you have any questions or queries regarding this, please speak to Faye Vogely or Chris Marais.

I confirm I have read and am willing to abide by the BTO Youth Code of Conduct.

Name:

Signature:

Date: