



UCD Alumni Volunteering Code of Conduct

We greatly appreciate your time, expertise, and advice and will do our best to make your alumni volunteering experience with us enjoyable, rewarding, and safe. This Code of Conduct for Volunteers aims to set out what is generally expected of you as a volunteer with UCD Foundation.

The [UCD Alumni Volunteering Programme](#)¹ is built on the UCD values of Excellence, Integrity, Collegiality, Engagement and Diversity. Alumni volunteer roles are developed and coordinated in collaboration with teams across the University and in wider networks and make a real difference for current and prospective students, fellow alumni, and the UCD community at large.

Our commitment to you is outlined in our [UCD Alumni Volunteering Charter](#)² and is supported by our Alumni Volunteering Policy.

Please ensure you have read, understand, and agree to comply with this Code of Conduct. It applies regardless of the volunteer role or duration.

As a volunteer, we expect that you:

- Perform your volunteer role to the best of your ability in a safe, efficient, and competent way;
- Follow policies and procedures as well as any instructions or directions given to you;
- Act honestly, responsibly, and with integrity and treat others with fairness, equality, dignity, and respect;
- Be considerate of the purpose and values of UCD;
- Raise concerns about possible wrongdoing witnessed in the course of your role;
- Meet time and task commitments and when you will not be available, provide sufficient notice so that alternative arrangements can be made;
- If advising students, prospective students, or fellow alumni, do so to the best of your ability but not make guarantees or promises that you may not be in a position to uphold;
- Observe safety procedures, including any obligations concerning the safety, health and welfare of other people in line with the training provided to volunteers;
- Report any health and safety issues or potential risks;
- Direct any questions regarding policies, procedures, training, support or supervision to your contact person or the UCD Alumni Volunteering Programme team;
- Address any issues or difficulties about any aspect of your role or how you are supported;

¹ <https://www.ucd.ie/alumni/get-involved/volunteering/>

² https://docs.google.com/document/d/1YqtPwiO_VMp6kZTRMpO3rpXF9oXT3Ren9D4IGxVBNi4



UCD Alumni Volunteering Code of Conduct

- Declare any interests that may conflict with your role or UCD (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, seek guidance from the Alumni Volunteering Programme team;
- Exercise caution and care with any documents, material or devices containing confidential information, and at the end of your involvement, return any such documents, equipment, or material in your possession;
- Keep confidential matters confidential;
- Seek authorisation before communicating externally on behalf of UCD;
- Maintain an appropriate standard of dress and personal hygiene;
- Provide references and agree to Garda Vetting, if required.

We also expect you:

- Not to bring UCD Foundation into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Not to seek gifts, rewards, benefits or hospitality in the course of your role;
- Not to engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, socioeconomic status, race or membership of the Traveller community);
- Not to be affected by alcohol, drugs, or medication which will affect your abilities to carry out your duties and responsibilities while volunteering;
- Never to provide a false or misleading statement, declaration, document, record or claim in respect of UCD Foundation or UCD or its students, volunteers, employees or trustees;
- Not to engage in any activity that may damage property;
- Not to take unauthorised possession of property that does not belong to you;
- Never to engage in illegal activity while carrying out your role;
- Never to improperly disclose, during or after your involvement ends, confidential information gained during your role.

In the unlikely event that you are found to be in breach of the standards outlined in this Code of Conduct or any of UCD Foundation's other policies and procedures, this may result in your volunteer role being terminated. This will be raised with you directly, and the consequences with respect to the breach will be discussed with you. We reserve the right to disengage if necessary.



UCD Alumni Volunteering Code of Conduct

You will be required to review and sign other documents (such as but not limited to the Privacy Policy, GDPR procedure manual, Garda Vetting, or Child Safeguarding Policy) which relate to your role or participated in specialised training if:

- If your volunteer role includes having access to sensitive data, financial processes, or confidential information;
- If your volunteer role includes participants who are children under 18 years of age or vulnerable adults except for (1) activities that are open to the general public and/or that the minor children attend under the continuous supervision of their parent(s), guardian(s) or chaperone(s); and (2) programs for prospective students (secondary students or their equivalent who are considering attending UCD) and admitted students, including campus visits, tours and recruitment events.

Please note that in the context of your volunteering role, no employment relationship is created with UCD Foundation or University College Dublin.

Responsibility

Please report issues or concerns about the items raised in this Code of Conduct to the Alumni Volunteering Programme at alumnivolunteer@ucd.ie.

The UCD Alumni Volunteering Programme has published an Alumni Volunteering Policy for volunteer coordinators to maintain a high-quality service. The UCD Foundation board of trustees will review this Code of Conduct and related volunteering documents at 3-year intervals or as appropriate. UCD Foundation reserves the right to update or modify it.

Relevant Policies

While policies mentioned in this document are in place for the employee and student community, alumni volunteers as representatives of the University. Thus the following policies apply:

- [Equality, Diversity & Inclusion Policy](#)³
- [Dignity & Respect Policies](#)⁴
- [Gender Identity & Expression Policy](#)⁵

³

https://hub.ucd.ie/usis/W_HU_REPORTING.P_DISPLAY_QUERY?p_query=GD120-1&p_parameters=0B366CDD4F3178F5025851E89D811DA6

⁴ <https://www.ucd.ie/dignityandrespect/policies/>

⁵ https://hub.ucd.ie/usis/W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=162



UCD Alumni Volunteering Code of Conduct

How to contact us

Telephone: +353 1 716 1064
Website: <https://www.ucd.ie/alumni/get-involved/volunteering/>
Email: alumnivolunteer@ucd.ie
Post: UCD Alumni, Belfield, Dublin 4, Ireland