

POWYS CHALLENGE

Registered Charity No: 1091494 Company No: 4350654

BREACH OF CODE OF CONDUCT

1. Informal procedure

If a volunteer's conduct is considered to be inappropriate or unacceptable in terms of the Code of Conduct (see Volunteer handbook), or the Volunteer job description, an informal meeting is called between the volunteer and the project manager. It may also be appropriate for the supervising case officer to attend the meeting.

The issue will be discussed and the volunteer may be asked to take a variety of steps or actions to alter their conduct.

There is no right of appeal at this stage.

2. Formal procedure

- (i) The first step is the same as in the informal procedure, except that minutes are taken and any action required is recorded in a formal letter of warning to the volunteer. In addition the volunteer may be asked to suspend all her/his volunteering activities with the project whilst the procedure is taking place. The volunteer may request that a supporter attend the meeting. The supporter should be another volunteer.

The Minutes and the letter will be copied to the Chief Officer.

If the breach is not repeated this will be the end of the matter. All papers relating to the incident will be retained on file for one year and then destroyed.

If the breach is repeated, or further breaches occur, the volunteer's status as a Voluntary Associate with Powys Challenge will be terminated. The volunteer will be advised of this in a formal minuted meeting attended by the Project Manager, the Chief Officer (and a member of the referring agency staff where appropriate). A formal letter of termination will follow the meeting to the volunteer.

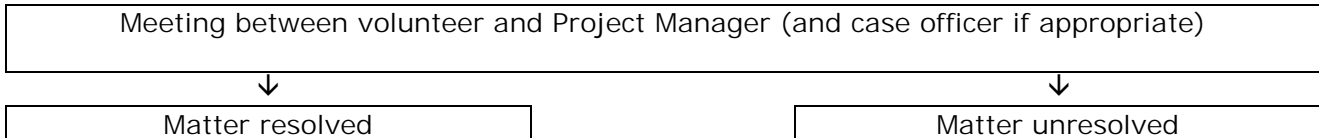
The volunteer may appeal to the Chair of Powys Challenge.

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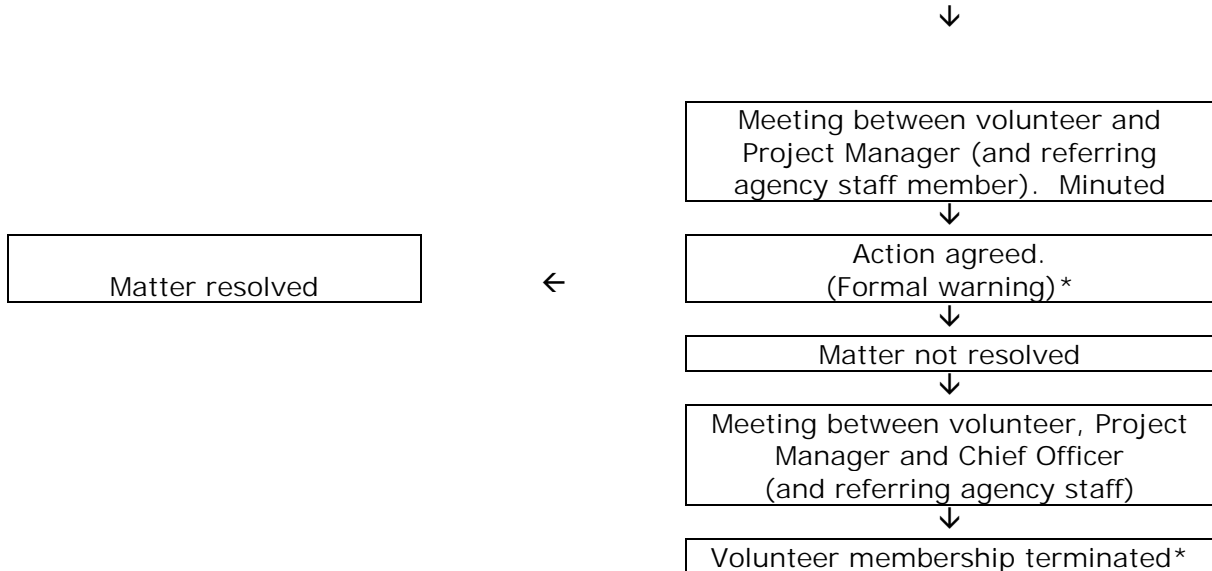
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DIAGRAM BREACH OF CODE OF CONDUCT PROCEDURES

INFORMAL STAGE



FORMAL STAGE



* *Right of appeal to Chair of Powys Challenge*