

**Code of Conduct for IMechE Formula Student** **Volunteers**

This Code of Conduct applies to all volunteers and Officials (including the Organising Committee) across all levels of the competition.

**1.Role of volunteers and Officials**

Volunteers and Officials play a crucial role in the delivery of IMechE Formula Student. They are the friendly faces, often acting as the first point of contact between IMechE and FS participants / teams, giving up their time to help to deliver the best experiences for all those involved.

**2. Ambassadors of the IMechE Formula Student**

Volunteers and Officials are asked to act as representatives of IMechE and Formula Student and, as such, it is important for them to know what is expected of them.

**By signing up to become a volunteer or Official, individuals will acknowledge they are ambassadors for IMechE Formula Student at ALL times during any pre-event or post-event communication with participants / teams and when present at the event. They will take full responsibility for their actions; understand the points set out below and agree to comply fully with them.**

**3. Compliance with this Code of Conduct**

Compliance with this Code of Conduct is required of all volunteers and Officials and respecting this will help us to continue to deliver successful events. If the code is breached and reported, all complaints and allegations will be investigated and acted upon accordingly, where required this may be subject to Institution of Mechanical Engineers Disciplinary investigation and/or Serious Concerns and Complaint Policy and Procedure. In some cases where a breach is deemed severe, the IMechE have the right to suspend a volunteer immediately whilst the investigation is continued.

**4. Expectations from a volunteer**

 **As a volunteer or Official, you can expect:**

* To be treated with fairness and respect;
* To be covered under IMechE’s Public Liability Insurance;
* To receive relevant training and guidance;
* To have a safe environment to work in;
* To have clear communication regarding your role at events, to include timings, location, clothing, food and accommodation provision where required for your role
* To have appropriate support from the event organisers;
* To receive responses to your queries/requests/complaints in a timely manner – you can contact us at fsvolunteers@imeche.org;
* To receive recognition and thanks.

**5. Expectations from the IMechE**

**IMechE expects that volunteers and Officials will:**

*a)Follow Procedures*

* Place the safety and welfare of all participants, volunteers and Officialsabove all else
* Report any concerns that you may have in relation to a person to the competition organisers
* Keep up to date with the latest competition rules and guidance and any required role specific training
* Declare any conflict of interest (e.g. affiliation to a participating University) and fill in the necessary Conflict of interest policy and declaration of interest forms

*b)Demonstrate Appropriate Attitude and Behaviour*

* Be open and honest with what you can / cannot commit to
* Demonstrate commitment and attend your pre-agreed event dates - whilst volunteers are in no means bound by legal obligation to attend, we expect team members to honour their commitments as far as possible. We recognise that from time to time, the unforeseeable does occur and in this case, you should contact the event organisers
* Behave appropriately whilst in accommodation provided by the event organisers. Even when not on duty, you are still acting as an ambassador for IMechE Formula Student and are required to act properly and comply with both this Code of Conduct and applicable accommodation rules
* Encourage all participants in their endeavours throughout the competition and offer constructive feedback where appropriate
* Be consistent, objective and courteous when making decisions
* Remember that you set an example. Your behaviour and comments should be positive and supportive

*c) Respect Diversity*

* Treat everyone equally regardless of age, ability, gender status, nationality, race, religion, ethnic origin, social status or sexual orientation
* Respect the rights, dignity and worth of every person involved with Formula Student Challenge and / or report discriminatory behaviour

**6 Unacceptable behaviour**

**For the avoidance of doubt, the following constitutes examples of unacceptable behaviour – this list is not exhaustive:**

* Ridiculing or shouting at a participant/fellow volunteer/Official/staff member/contractor for making a mistake
* Exposing participants / teams to unacceptable risk of injury
* Smoking onsite (except in designated smoking areas)
* Taking any illegal substances at all
* Consuming alcohol whilst on duty, or whilst at work and not part of an IMechE pre-arranged social event
* Excessive consumption of alcohol whilst at work, including part of an IMechE pre-arranged social event
* Using any language / gestures that may cause offence to anyone on the grounds of their age, ability, sex, disability, race, background, nationality, gender status or sexual orientation
* Condoning behaviour that contravenes the Codes of Conduct
* Using social media or email to publicly criticise any participant/fellow volunteer/staff member/contractors in IMechE Formula Student or otherwise bring the competition into disrepute through inappropriate communications

\*Please note that this Code of Conduct is subject to change and all updated versions will be made available on the IMechE Formula Student website