



Registered Charity No:1155139

ATHULA DASSANA

MULTI – CULTURAL BUDDHIST COMMUNITY CENTRE

Code of conduct & disciplinary procedures

Code of Conduct:

Your Volunteer Code of Conduct maps out what is expected of you at all times

This is our expectation of how you work with others in ADMCBCC (including volunteers, staff and children) and members of the public (including parents)

By following it you will be able to check that you are always doing the right thing and behaving in the right way.

This Code supports you by making your responsibilities very clear for you. **Take it seriously and follow it with pride.**

ADMCBCC's Volunteer Code of Conduct

As a ADMCBCC's volunteer **you must always:**

- be a **good role model** with behavior and an attitude that are in line with our **values**
- **comply with all applicable UK laws and guidance.**
- make sure you follow ADMCBCC's Values
- be **responsible and accountable** in the way you perform your role
- be **fair** and treat everyone with **respect** and **dignity** in accordance with our Equality and Diversity policy
- **respect others' privacy** in line with our policies and guidance
- **communicate** with others in an **open and respectful** way whether in person, by phone, writing or digital media
- **work together** with ADMCBCC's members, their parents/carers and members of the public to promote ADMCBCC's mission and values.



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As a ADMCBCC volunteer you must **not** act fraudulently or dishonestly, or do anything which brings (or is likely to bring) ADMCBCC into disrepute or have a negative impact on ADMCBCC or its reputation.

What happens if I don't follow the Code?

Where someone doesn't follow the Code, it is referred to as a breach. If someone believes you have acted in a way that breaches this Code they are entitled to let ADMCBCC know and ADMCBCC will formally investigate.

Statutory minimum disciplinary procedures

By law, at present there are certain minimum steps that must be included in a disciplinary procedure - these are known as the 'statutory minimum procedures'.

Athula Dassana International Buddhist Vihara and the Dhamma School will follow the steps:

- a letter setting out the reasons or reasons why they are considering disciplinary action
- a meeting to discuss the issue
- a disciplinary decision
- a chance to appeal this decision

We will follow the ACAS code of practice. For further information please visit;

<https://www.gov.uk/disciplinary-procedures-and-action-at-work/how-disciplinary-procedures-work>

The Process:

1. Purpose of the procedure/Introduction

Athula Dassana Multi-Cultural Buddhist Community Center and the Dhamma School aim is to encourage improvement in individual conduct and performance.

This procedure sets out the action which will be taken when the rules are broken and provides a fair, effective and consistent method of dealing with disciplinary matters.

2. Principles

- All volunteers are expected to know the standard of conduct or work expected of them. It is the volunteer's responsibility to seek this information from us.



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- Volunteers will be provided with details of the allegations and any evidence in support of this prior to the meeting and they will be given the opportunity to state their case
- A volunteer is entitled to be accompanied by a representative or other colleague at the meeting
- No volunteer will be dismissed for a first breach of discipline, except in cases of gross misconduct
- Volunteers have the right to appeal against any disciplinary action taken

3. Informal discussions

Before taking formal disciplinary action, the head of the charity\organisation will make every effort to resolve the matter by informal discussion with you. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented.

4. First or formal verbal warning

If conduct or performance is unsatisfactory, the volunteer will be given a written warning or performance note. Such warnings will be recorded but disregarded after two months of satisfactory service, providing there have been no subsequent disciplinary issues.

5. Written warning

If the conduct is regarded as more serious or the volunteer's work or conduct are considered unsatisfactory after they have received a formal verbal warning, a disciplinary meeting may be called.

After a period of two months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.

6. Final written warning

If the volunteer's work or conduct fails to improve, or where the allegation is particularly serious, the head of the charity\organisation will follow the same procedure for a written warning. If proven, a final warning, will be given to the volunteer warning that any further misconduct will result in a dismissal with appropriate notice.

After a period of two months, if not further disciplinary action has been found necessary and the issue has been resolved, the warning will expire.



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7. Gross misconduct

A volunteer can be dismissed without notice on grounds of gross misconduct. The volunteer will be suspended from all his/her work while the circumstances of the alleged incident are investigated.

A dismissal must be confirmed in writing within 5 working days of the date of the disciplinary interview.

Where a volunteer is dismissed from the organisation or internally disciplined because of misconduct relating to a child, we inform the Department for Children, Schools and Families, other relevant agencies and follow Local Safeguarding Children's Board guidelines.

8. The right to appeal

If the volunteer wishes to appeal against any disciplinary decision, they must appeal, in writing, within five working days of being notified of the decision.

9. Further information

If you require any further information please contact the head of the Athula Dassana Multi-Cultural Buddhist Community Centre or the Dhamma School Principle.

Equality and Diversity policy -

<http://www.athuladassanatemple.org/PDF/newnew/Equality%20and%20Diversity%20policy%20%20v1.pdf>

updated: 16 September 2021