



# Code of Conduct / Ethics

The Lambourn Junction Community Interest Company  
The Blue House  
Station Road  
Lambourn  
RG17 8P

Lambourn Junction Community Interest Company (LJCIC) is committed to maintaining a safe, respectful, and inclusive environment. This Code of Conduct/Ethics outlines the expectations and principles that guide the behaviour of all volunteers associated with LJCIC.

## **1. Respect and Inclusivity:**

- Treat everyone with respect, courtesy, and dignity, regardless of their background, beliefs, or opinions.
- Embrace diversity and inclusivity, fostering an environment that welcomes individuals from all walks of life.

## **2. Teamwork and Collaboration:**

- Collaborate and communicate openly with fellow volunteers, promoting a positive and constructive atmosphere.
- Value the contributions of others and work together towards the common goals of Lambourn Junction CIC.

## **3. Integrity and Honesty:**

- Act with honesty and integrity in all interactions, both within and outside the organisation.
- Be transparent about your actions, and report any potential conflicts of interest promptly.

## **4. Confidentiality:**

- Respect the confidentiality of sensitive information and data related to Lambourn Junction CIC and its volunteers.

- Do not disclose confidential information without proper authorization.

**5. Professionalism:**

- Uphold professional standards in your conduct, communication, and appearance.
- Represent Lambourn Junction CIC positively in all interactions and avoid engaging in activities that could harm the organisation's reputation.

**6. Safety and Well-being:**

- Prioritise the safety and well-being of yourself and others.
- Report any concerns or incidents that may impact the safety or welfare of volunteers, participants, or the community.

**7. Compliance with Laws and Policies:**

- Abide by all applicable laws and regulations.
- Follow Lambourn Junction CIC's policies and guidelines, seeking clarification when needed.

**8. Volunteer Commitment:**

- Fulfil your volunteer commitments and responsibilities to the best of your abilities.
- Communicate any challenges or changes in availability promptly.

**9. Continuous Improvement:**

- Be open to feedback and actively seek opportunities for personal and organisational improvement.
- Contribute ideas and suggestions for the betterment of Lambourn Junction CIC.

**10. Social Responsibility:**

- Recognize the impact Lambourn Junction CIC has on the community and strive to contribute positively.
- Consider the social and environmental implications of actions and decisions.

**Enforcement:**

Violations of this Code of Conduct/Ethics may result in appropriate action, including but not limited to counseling, suspension, or termination of volunteer status.

**Acknowledgment:**

By volunteering with Lambourn Junction CIC, you acknowledge that you have read, understood, and agree to abide by this policy.

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**Document Control**

- Policy approved on: 8 December 2023
- Next review date: 7 December 2024

**Change Control**

- 2023-12 - Policy revised and updated