Society of Operations Engineers

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Volunteer Code of Conduct

Introduction

The Board of Trustees have adopted the following code of conduct to uphold the standards of the organisation. In doing so we will raise the level of trust and confidence through positive contributions in the advancement of the field of engineering.

We expect all members to uphold the reputation of the Society of Operations Engineers and the reputation of their profession. There are disciplinary regulations and procedures in place to maintain these professional standards.

The purpose of the Volunteer Code of Conduct is to assist members in dealing with the demands within their professions working lives, and any concerns that may arise in carrying out their roles within the organisation. We are always willing to support our members who have concerns on aspects of conduct of any course of action and can offer guidance as appropriate.

Purpose and Development of the Code

Purpose of the Code is to set out the relevant standards expected of SOE volunteers in order to maintain the highest standards of integrity and stewardship, demonstrating the requirement of being a good role model with behaviours and attitude supporting the values for our organisation.

To ensure that the SOE is effective, open and accountable.

To ensure a good working relationship with the Chief Executive Officer and the management team.

What is a volunteer?

Volunteers carry out tasks which enable the SOE to carry out its business aims for that given year. There are different types of volunteering opportunities within the SOE. These include:

Regional committees: These consist of a group of volunteers who come together to put on events in the local area, around the interests relevant to SOE members. These include member benefits, such as regional committees putting on Continuous Professional Development (CPD) events. Arranging works visits and social events such as Dinner Dances. They also promote the SOE and are ambassadors for the organisation.

Assessors: These include those who may evaluate professional registrations with the Engineering Council (EngC) and Society of the Environment (SocEnv). These are applications for EngTech, IEng, CEng and REnvTech, REnvP, CEnv, respectively. Assessors will also assess membership upgrades and address if someone is eligible for the upgrade and review Continuous Professional Development (CPD) submissions providing feedback to registrants.

Mentors: These are trained volunteers who guide potential registrants through the Technical Report and Experiential Report process also mentor applicants with the application procedure.

Who can Volunteer?

Fully paid SOE members can volunteer for regional committees, the structure of the regional committee and who is on the committee is determined by the committee itself. Assessors are those who have the appropriate professional registration grade. **What to expect from SOE?**

- To be involved with an organisation that is devoted to promoting the safety, efficiency and environmental sustainability of Operations Engineering to the benefit of the community at large.
- A supportive and positive environment that is designed to ensure that you enjoy your volunteering.
- Opportunities to influence the understanding and application in the field of engineering.
- To be treated fairly in accordance with the current legislation.
- Relevant and current advice and information.
- Public liability insurance.
- Recognition and thanks.
- Value volunteering as integral to its work at all levels and recognises the contribution of volunteers as fundamental to its success.
- Provide adequate information, training and assistance for you to be able to volunteer.
- Respect your skill, dignity and individual needs.
- Resolve any problems and difficulties which may arise while volunteering.

What SOE expects from you

1. This Code of Conduct is applicable to all members of the SOE.

2. All members have a duty to:

- Support the aims and objectives of the organisation.
- Understand your role responsibilities and accountabilities as a volunteer
- Follow all associated policies and procedures issued on behalf of the organisation
- Communicate in an open and respectful manner to all other volunteers, Society
- employees, members of the Society, and any other persons you come into contact as
- part of your contribution to the organisation.
- Treat all individuals connected with the Society with professionalism and respect at all times, including the Head office staff team, Trustee Board, committee members, regional officers and fellow volunteers. Recognise and respect the roles, responsibilities of the Trustee Board and the staff team.
- Contact us if you ever wish to change your contribution within the organisation.
- Do not act in a fraudulent or dishonest manner.
- To encourage non-members to join and promote professional registration
- Observe the provision of the Constitution and regulatory provisions of the Society of
- Operations Engineers
- Conduct themselves honourably and with integrity in the practice of their profession
- maintain the highest standards of competence, especially in carrying out any statutory duties relevant to a particular appointment
- Have regard at all times to the public interest, encourage inclusivity and protect the dignity and welfare of the engineering community
- Respect others at all times, and fulfil duties in a fair manner by being aware of, and limiting any potential bias
- Further the interests of and maintain the reputation and welfare of the Society of Operations Engineers. Members will upon admission and renewal sign the following declaration

- Volunteers do not have jurisdiction over operational matters or the day-to-day activities of the organisation. Any operational queries, concerns or requests must be directed through the Chief Executive Officer.
- Volunteers must not directly instruct, direct, or seek to manage members of the staff team. All communication relating to operational matters should be appropriately channelled through the Chief Executive Officer.
- When visiting Head Office, volunteers must respect the working environment of staff. Access to office areas is restricted; volunteers should remain in designated areas unless invited otherwise.
- Volunteers must not go unannounced to staff workspaces. Reception will notify the relevant staff member, who will come downstairs as required. This is to minimise disruption and ensure a productive working environment.

If volunteers require supplies (e.g., stationery), these should be requested through the front-of-house team. Volunteers must not take items directly without permission.

I do hereby declare that, while a member of the Society of Operations Engineers, I will observe the provisions of all relevant constitutional and regulatory provisions and adhere to the provisions of the Volunteer Code of Conduct. I agree to my personal information being stored and used by the SOE for volunteering and membership purposes.