Volunteer It Yourself (VIY) Financial Probity Policy

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Policy statement

At VIY, we wish to ensure that accountability, probity and openness apply to everything that we do. Our Board and staff should conduct themselves with integrity, trust and fairness and must not gain inappropriate benefits from their involvement with VIY.

Scope

This policy applies to all Directors, employees (and their close relatives) and freelance consultants, mentors and assessors.

Principles

Accountability: We must be able to explain what we do and why we do it and be accountable for our action. We should be mindful of professional codes of conduct.

Probity: We must demonstrate honesty and integrity and adopt the highest ethical standards of personal and professional conduct in all that we do. Our decisions must be fair and open, we shouldn't treat or appear to treat colleagues or their close relatives more favourably than anyone else.

Openness: We must be clear and honest about our activities, so that our clients, partners and stakeholders can have confidence in us.

Policy

Decision-making: Directors and staff should follow the principles of accountability, probity and openness in all they do and reflect the highest professional standards.

Conflict-of-interest: Directors and staff should act impartially and not be influenced by social or business relationships. All Directors and staff must tell the company about any directorships or other significant positions of responsibility they have outside the company. Where a private interest conflicts, or could potentially conflict, with the work they do, they should declare it. All conflicts, or potential conflicts, will be treated confidentially and recorded by the company. Where conflict has the potential to impact a day-to-day role, the conflict will be managed at a team level.

Bribery and fraud: VIY will not tolerate bribery or corruption in any form. Our policies are clear that staff should never:

- Offer, accept or demand a bribe, including gifts and hospitality, in order to attract or keep business, or gain any other inappropriate advantage

- Offer or give in to demands to make illicit or illegal payments to anyone we do business with
- Engage and/or pay for services we don't legitimately need
- Fail to comply with VIY's financial, auditing and management control systems

Gifts and hospitality: our stakeholders expect us to use our financial resources wisely and so gifts or hospitality should not be given for reasons that are inappropriate or unnecessary.

Openness and transparency: VIY is committed to acting in an open, transparent and accountable way and will ensure that:

- Our public statements and reports are clear, comprehensive, balanced and fully represent the facts
- We show a willingness to be open with our clients and stakeholders
- We carry out appropriate consultation before major changes are decided
- We keep personal information confidential at all times

Confidential reporting (whistleblowing): our policy has been designed to give colleagues the confidence to voice any concerns and complaints they may have about:

- Breaches of our policy
- Dishonesty
- Fraud
- Bribery
- Maladministration

All matters raised under the whistleblowing policy will be treated in the strictest of confidence and will be investigated thoroughly.

Responsibilities: Directors are responsible for setting a rigorous and visible example of probity and conduct for staff. Directors have a duty to make sure that VIY's assets are kept safe and used appropriately. The executive team will make sure that all colleagues are aware of and meet their responsibilities under this policy. Staff must comply with this policy. Please refer to our 'Internal Financial Controls' document for details on the procedures that we have in place regarding financial control.

Monitoring and reporting: the Directors will review compliance with this policy on an annual basis and document any breaches including corrective action taken.