

Code of Conduct - Rules for working with United Rescue Aid

I agree to sign the contract to work with URA. By doing so, I agree to all statements in this text and to follow them when working with URA. I accept that there will be an investigation if I refuse to follow the code of conduct, put here in place to protect the work at URA.

Caseworkers:

- 1.) I accept to be trained and to undergo regular training to be sharp and alert in my work. I accept that if I refuse to be trained I cannot work with URA. I accept the responsibility to work in the area I was trained to.
- 2.) I accept that I must follow and remember to use URA protocol when covering cases and other tasks for URA. In an unusual complication I must agree to mutually work with a team to determine the best course of action in rescue operations. I vow to never endanger lives but to work in a team to assist persons in distress.
- 3.) I will agree to work all hours I sign up for and to turn up and sign in for all my shifts. Unless I am signed in, I must leave when my shift is finished.
I must stay for the full length of my shift and find someone to cover it if for some reason I have an emergency and cannot work. I accept the severity of this clause and will be investigated if I fail to attend my shifts.
- 4.) I will work in a system provided by URA, and I will do so responsibly and in agreement with the procedures I have been trained in. I will respect that the system belongs to URA and will not endanger it by using it for personal gain.
- 5.) I will not disturb or sabotage work but will fluidly work together as a united team to save lives. I will not undermine or refuse to share information with team members or refuse to make calls to other staff or emergency services. I will not block staff members in cases or stop them from working. Doing so will result in an investigation and until finalized – banishment from work.

All members:

- 6.) I must behave appropriately with colleagues and treat all staff as equal. Sexual advances or harassment will not be tolerated. If there is a problem that cannot be worked out between parties, it has to be brought up in a safe environment, with our HR-team and concerned members present.
- 7.) I will protect the organization in name and reputation. I will not let my personal or professional life affect my work ethic inside this organization. I will not bully or verbally abuse staff or anyone who contacts the organization. I will represent the organization in a good way.
- 8.) **I Do Not** accept money from anyone, this work is entirely voluntary and any funds raised through official talks and fundraising, goes immediately into the bank account that our name is registered in.
- 9.) Information regarding work must not be shared with the public nor with organizations that we do not have collaboration with; no images, texts or case information - unless agreed on by management for PR events such as lectures and talks. We work as a faceless organization and do not use images of persons in cases to raise awareness of other cases.
- 10.) All systems, contacts, procedures, routines, case logs, passwords and other information are United Rescue Aid's property and is forbidden to leave the organization, during and after your employment. Information about property being handed over or copied outside organization will have legal consequences.
- 11.) I accept and understand that the Code of Conduct for URA can be changed or statements added at any time and it's my responsibility as a volunteer, to keep myself updated with these rules by regularly reading them on the website. Changes will also be announced in the Facebook group for members URA- members only.