

## CODE OF CONDUCT

Thank you so much for considering joining us as a volunteer. We need people to help us inspire and mobilise people, prayer and finances for the work of reaching those with the least opportunity to hear about Jesus.

To do this well volunteers need to work in accordance with this code of conduct. If you have any queries, please contact our Volunteer Co-ordinator at [volunteers.eu@aimint.org](mailto:volunteers.eu@aimint.org).

**As an AIM Volunteer I agree to work in accordance with the following code of conduct:**

1. I will carry out my role in line with my volunteer job description.
2. I am in full agreement with the AIM Statement of Faith.
3. I am willing to advocate for the work of AIM as a whole and will not focus exclusively on one specific person, place or people group.
4. I will not promote AIM in a pushy or aggressive manner but will share with grace and love.
5. I have signed up to receive and will read AIM's regular prayer journal Connect.
6. I will receive and read the regular volunteer communications containing resources, tips and ideas for mobilising in my area.
7. I will keep in touch with the Volunteer Co-ordinator as appropriate and let them know about activities I undertake as an AIM Volunteer and will get contact them about any queries that arise.
8. I will make every effort to attend occasional events that are offered for AIM volunteers.
9. I understand that as a volunteer I am not entitled to the reimbursement of any expenses incurred as a result of my volunteering activities.
10. I will work in accordance with any other policies or guidelines specified by people or organisations that I may work with whilst volunteering for AIM.
11. I will treat all personal data as confidential, will not share personal data with anyone outside of AIM at any time or disclose any confidential information about AIM without authorisation.

### DATA PROTECTION:

As an AIM Volunteer you are likely to handle people's data sooner or later. Something as simple as gathering sign-up forms at an event or church meeting constitutes collecting data, as does jotting down someone's contact details. It is important that we consider data protection in all these situations.

Personal data is data which uniquely identifies another individual, directly or indirectly (together with other data). It's important that we keep these details safe. You can do that by:

- Only collecting the data you really need, keeping it as up to date as possible and then deleting or disposing of records containing personal/confidential data when you no longer need it.
- Keeping the data you do need in a secure place, on a password protected device or in a secure drawer in your house.
- Being careful not pass on people's data unless you are sure it's safe and legal to do so. (a full copy of AIM's data protection policy is available on request)

You will be asked annually to reconfirm your desire to continue serving as a volunteer for AIM, and your full agreement with AIM's Statement of Faith.

**I understand that if I am unable to work within this code of conduct AIM reserves the right to withdraw me from the Volunteer Programme.**

**In accordance with GDPR, I understand Africa Inland Mission will hold and process information about me with regards to this contract as outlined in the volunteers section of our privacy policy which can be found at [eu.aimint.org/privacy](http://eu.aimint.org/privacy)**

Signature:

Name:

Date: