



Faculty of
Pharmaceutical
Medicine

*Advancing the science and practice of pharmaceutical medicine
for the benefit of the public*

FPM Code of Conduct for Volunteers

Introduction and purpose

FPM welcomes and values the contribution of volunteers who give their time and expertise to support FPM. Volunteering is any activity that involves spending time, unpaid, doing something for the benefit of FPM and it is a choice freely made by each individual,¹ and so anyone who undertakes a volunteering activity is a volunteer².

We want volunteers to have a positive experience and this volunteer code of conduct is intended provide clear guidance on the standards of conduct and practice of our volunteers, and to help prevent or deal speedily with any issues should they arise. Our volunteers should be a good role model with behaviour and an attitude that are in line with our values and ethos, and we ask volunteers to abide by the following good governance rules outlined below.

Individual conduct

A volunteer should always be aware of their position both in meetings and during their activities as a representative of FPM. A volunteer should therefore undertake to:

- Understand and undertake the duties of their volunteer role
- Seek relevant support, guidance and training to enable them to undertake their duties effectively
- Take an active role in the promotion of a positive public image of FPM
- Act in the best interests of FPM and to further FPM's objects: to promote the science of pharmaceutical medicine; to develop and maintain competence, ethical integrity and high professional standards in the practice of pharmaceutical medicine; to advance knowledge in pharmaceutical medicine
- Act in accordance with the FPM's [governing documents](#)
- Observe and promote the [NCVO's Charity Ethical Principles](#) and, for those to whom they apply, the General Medical Council's principles of [Good Medical Practice](#) and FPM's [Good Pharmaceutical Medical Practice](#)
- Avoid bias on grounds of gender, ethnic origin, religion, marital status, age, sexual orientation, or disability in all aspects of their volunteer role
- Ensure they do not use their service as a volunteer to the advantage of the organisation they work for, other bodies they are members of, or to promote personal interests
- Not bring the FPM into disrepute either within or outside volunteering activities
- Acknowledge that no employment or consultancy relationship is created in the context of their volunteer role

Working together

Volunteering usually means working with other volunteers and FPM's staff. When volunteering as part of a group, a volunteer should ensure they:

¹ <https://www.ncvo.org.uk/policy-and-research/volunteering-policy>.

² A Trustee is a volunteer but has a separate code of conduct, see our [Guide and Code of Conduct for Trustees](#).

- Understand and undertake the duties of their role within the group
- Adhere to the group's policies, procedures and rules
- Prepare adequately for meetings and contribute to them appropriately and effectively
- Attend meetings unless there are pressing reasons preventing attendance, and if unable to attend, give suitable notice to the relevant person
- Communicate with others in an open and respectful way
- Treat everyone with dignity and respect in accordance with FPM's [Equality Opportunities Policy](#)
- Understand, accept, and respect the difference in roles between the group members and the staff and promote the development of a mutually supportive relationship

Confidentiality

It is important that volunteers respect confidentiality, by protecting FPM information, records or data used in the volunteer role, even after the volunteering role has come to an end. A volunteer should abide by the principles enshrined in the Data Protection Act 2018 and undertake to:

- Observe the confidentiality of information identified as such which they receive as part of their volunteer role, e.g. information about other FPM members, examination candidates, trainees, staff and other organisations
- Exercise caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with FPM returning any such documents, material in their possession

Please do not disclose information that is confidential about FPM, its staff, members or other volunteers except where there is an issue provided for in FPM's [Fraud and Whistleblowing Policy](#). If in doubt seek advice and guidance.

Representing FPM

It is of utmost importance that FPM is an independent voice and maintains its reputation as such. When representing FPM as a volunteer should ensure they:

- Do not describe themselves as speaking for FPM or portray themselves as holding a position at FPM if they are not entitled to do so
- Distinguish clearly, when speaking or writing, both to internal and external audiences, between their personal views and those of FPM
- When representing FPM through speech or writing, always reflect current FPM policy even when those do not agree with their personal views

Volunteers whose activities include public policy, advocacy, PR, publishing, social media, and news media should refer to FPM's [Public Engagement Policy](#).

Declaration of interests

To demonstrate complete probity, all volunteers must abide by FPM's [Declaration of Interest Policy](#), and take the following action:

- To act in the best interests of FPM without regard to personal or occupational interests
- So far as possible, anticipate any conflicts of interest which might arise because of personal, occupational, or other interests and take steps to avoid them
- To declare any conflicts of interest at the beginning of each volunteer activity or during the activity if an unexpected conflict occurs

FPM values

Values are important for modern and forward-thinking organisations, as they help to support the vision, shape the culture, and support decision-making but most importantly, they govern how we all behave towards one another.

We are	This means
Professional	Being accountable for our work and actions
Innovative	Seeking solutions proactively
Caring	Treating everyone with dignity
Collaborative	Working positively with others
Credible	Being honest and ethical in our work
Learned	Investing in developing knowledge and skills

Everyone involved with FPM work should:

- Be respectful of each other's unique skills and knowledge
- Communicate with respect
- Listen carefully to others to understand their perspectives
- Take responsibility for their words and actions
- Keep criticism constructive
- Respect diversity and be tolerant of differences

Breach of the Code of Conduct

Whether working individually, as part of a group or representing FPM externally, FPM expects our volunteers to be a good role model with behaviour and an attitude that are in line with our values and ethos, and to abide by these good governance rules.

A volunteer who has any difficulties in maintaining the standards set out in the code of conduct should discuss this with the relevant member of FPM staff, committee or group chair, or the Chief Executive, at the earliest opportunity.

Where a breach of this code of conduct has occurred, a volunteer may be asked to amend their behaviour or could be asked to stand down from their volunteer role(s).

If at any time a volunteer, member of FPM’s staff or other relevant member of FPM believes an individual’s interests or actions are not in adherence with this code of conduct, or any of FPM’s other policies and procedures and/or the values and mission of FPM, they must raise their concerns promptly with the relevant member of FPM staff, committee or group chair, or the Chief Executive.

About this policy

Responsible	Head of Membership and Operations
Accountable	Chief Executive
Consulted	Executive Committee Senior Management Team
Informed	Board of Trustees All FPM members, as required (see below)

A copy of the policy will be actively disseminated to all FPM members volunteers. It will be made available for all members to view on the FPM website and will be signposted periodically and as required. The policy will be reviewed every three years from date of publication, or if the need arises earlier.

Document	Version date	Approved by	Summary of changes and rationale
Original Policy	12 May 2022	Board	Not applicable (N/A)