

Code of Conduct and Respect for National Coastwatch Institution Members

Successful membership of NCI depends upon mutual respect between members and an ethos of 'one crew' throughout the whole charity.

In order to achieve this, a member or official supporter of NCI must:

1. Be respectful, polite and behave professionally with all people at all times, and raise any matters of concern with their Station Manager (SM) or NCI management in a constructive and reasonable way
2. Always act within the law
3. Always act in line with NCI policies, procedures and processes and carry out all activities with due care and attention to all instructions
4. Carry out all reasonable requests made by NCI management or members in a position of authority when on watch or engaged in any NCI activity
5. Maintain individual competence and set a good example to other members by:
 1. Attending all initial qualification training sessions
 2. Completing annual refresher training as defined by the Station Manager
 3. Attending at least 50% of Station General Meetings
6. Maintain knowledge by regularly logging in to the NCI national website and checking news, resource and procedures pages
7. Inform NCI management if there are any health concerns that may affect their ability to undertake NCI activities
8. Report all accidents and/or injuries while undertaking NCI activities in accordance with the accident reporting policy
9. Maintain a clean and smart appearance while undertaking NCI activities and conform to NCI Uniform Policy by only wearing clothing and insignia approved by NCI and purchased from NCI approved suppliers
10. Respect, maintain and care for all NCI property by:
 1. Ensuring NCI premises, equipment and NCI-branded clothing are only used for official NCI activities
 2. Reporting any loss or damage to NCI premises, property and equipment to NCI management
 3. Complying with NCI policies for station mobile phones, station telephone landlines, and IT equipment
 4. Complying with NCI policies for CCTV equipment and its use
 5. Returning all NCI property immediately upon leaving NCI
11. Direct press enquiries and requests for interview to the NCI National Press Officer
12. Use social media responsibly in accordance with NCI policies. When membership of NCI comes to an end, switch all administrator rights to NCI. Facebook or other social media pages must be given up and passed on to another team member or to the NCI National Office
13. Embrace the use of technology as required to facilitate effective operations.

A Member or official supporter of NCI must not:

1. Bring NCI into disrepute through poor, negligent or disrespectful personal conduct either on or off duty
2. Take part in any NCI activity that they have not been assessed as competent to carry out
3. Undertake NCI duties when not fit enough to do so
4. Undertake NCI duties if they have consumed any amount of alcohol likely to impair their judgement or adversely affect the reputation of NCI, i.e. smelling of alcohol, or under the influence of drugs or other substances
5. Smoke or use e-cigarettes while on NCI premises or whilst in uniform in view of the public or other SAR responders
6. Openly criticise or complain about the NCI, MCA, HMCG, BF other Emergency Service providers or contractors (including individuals from those organisations) in public, in any media including websites or social media networks
7. Use the name of the NCI or use NCI premises, equipment, clothing or other property to gain personal advantage
8. Make available any forms of official information belonging to the NCI or its partner and stakeholder organisations to external bodies without the permission of the Management Executive
9. Damage or misuse NCI premises or property, or use private unauthorised or out of date electrical or electronic equipment on NCI premises
10. Modify, wilfully damage or inappropriately mark NCI equipment
11. Individually accept gifts of equipment or money
12. Use the lookout station, or other NCI property for other activities (e.g. outside group visits or training, social events etc.) without the permission of the Station Manager.

Following this code will ensure harmonious internal relations and positive external promotion of NCI.

Failures in following this Code may result in disciplinary procedures and termination of NCI membership.

The Board of Trustees
April 2024