



Organisation Policies

Visit Falkland is a registered Scottish Charitable Incorporated Organisation (SCIO),
number SC046467

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All policies are reviewed on a regular basis by the Board of Trustees and updated accordingly. Changes to policies will be advertised, it is the responsibility of volunteers to ensure they are aware of all policies and abide by these.

Any volunteer who breaches these policies will be subject to the actions detailed in the Volunteer Conduct Policy.

Child Protection Policy

Visit Falkland is committed to maintaining safe environments for children and young people to take part and enjoy the activities they participate in.

Visit Falkland takes seriously their responsibility for protecting children and young people from harm, abuse, neglect, and exploitation.

Definitions

Child is defined as any person aged under 18 years of age.

Child Abuse is defined as any form of physical or emotional abuse, neglect or exploitation. This also includes any action that could potentially result in the child being harmed

Child abuse may be deliberate action or the failure to prevent harm.

Child Protection is policy and measures taken in order to protect any child or young person from any harm.

Direct Contact is the physical presence of a child or communication between child and another.

Indirect Contact is having access to information about a child, this can include personal details, photos/videos or reports.

Responsibilities

Overall responsibility of child protection within Visit Falkland remains with the Board of Trustees.

Each responsible person will assume responsibility for child protection for their particular activities, events and ensuring that this policy is upheld. In the event that this person is not present or unavailable, a nominated project leader will assume responsibility of this, with support from the Board of Trustees if required.

All individuals are responsible for ensuring this policy is upheld and following instructions and guidance provided by Visit Falkland to maintain a safe working environment for children.

All individuals have responsibility for looking out for the welfare of the child and reporting any concerns regarding Child Protection.

Working with Children

Any volunteer working directly with children will be required to undertake a Protection of Vulnerable Groups (PVG) check by Visit Falkland.

Until such a time as a PVG check is complete, a volunteer can work directly with children following a signed declaration by the volunteer stating any convictions, including spent convictions, and two references being received and reviewed by the Secretary of Visit Falkland. This volunteer must be supervised by a volunteer who has a completed PVG check.

Any volunteer working indirectly with children must sign a declaration stating any convictions, including spent convictions, and provide two references to the Secretary of Visit Falkland.

Discretion as to whom can work with children remains with the Secretary of Visit Falkland as stated in the Recruitment Policy.

Images/Media Containing Children

Visit Falkland will seek permission from parents/guardians of any child prior to publicising any image/media of a child.

Images/media containing children may be publicised but will not contain any of the following:

- Degrading or discriminative language
- Inappropriately clothed children
- Names of children (without permission of parent/guardian)
- Location of the child
- Any detail which puts the child at risk

Reporting of Child Protection Issues

Any concern regarding the safety and protection of a child must be reported at the earliest possible time to the Secretary of Visit Falkland.

This will be recorded and investigated confidentially with appropriate action following initial assessment, see Appendix A. Visit Falkland will aim to protect the child, and others, from further harm during and after an allegation of incident.

Conduction When Working With Children

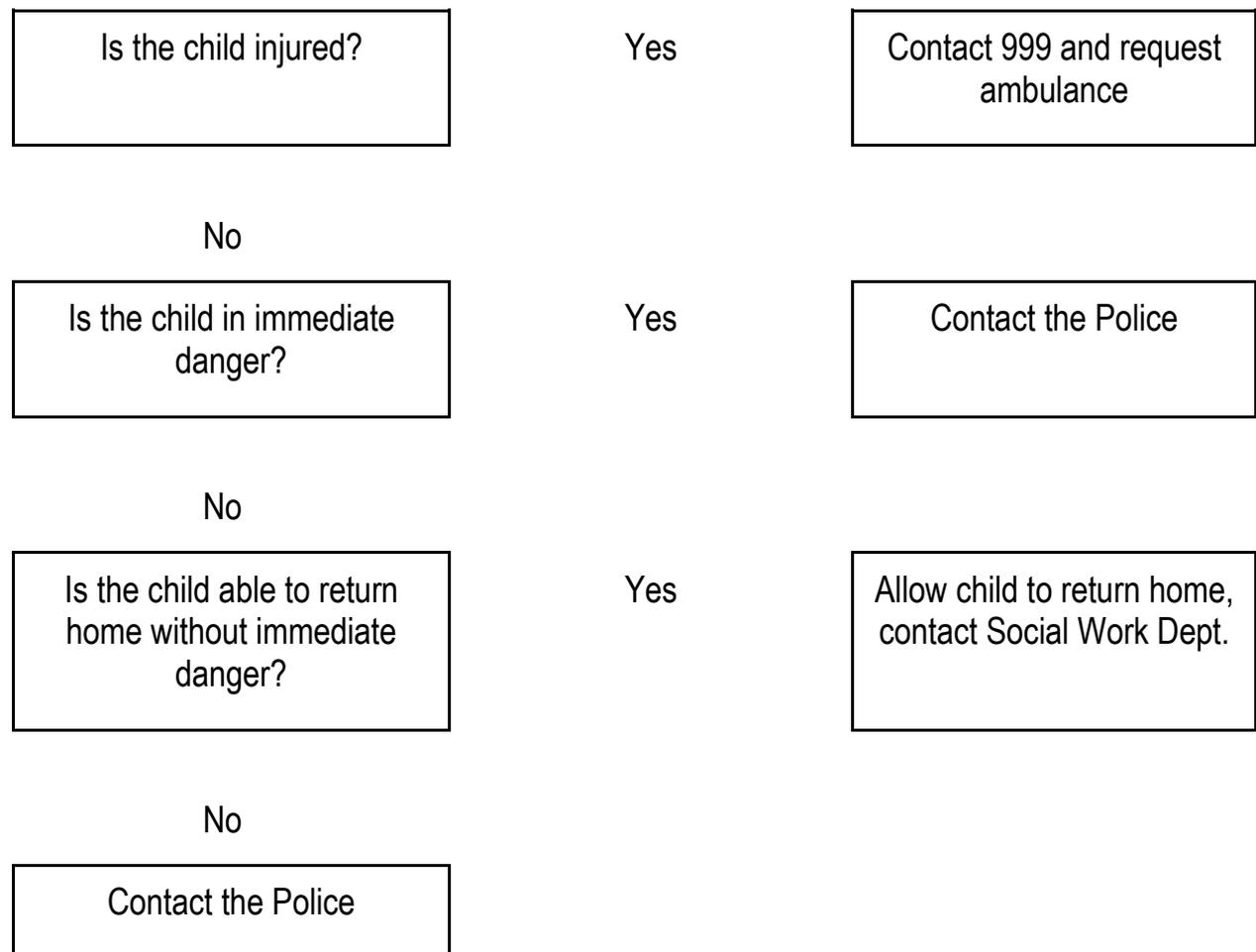
All volunteers working with children must not:

- Physically assault any child.
- Have any kind of physical/sexual relationship with child.
- Develop any kind of relationship which could be deemed as abusive/inappropriate.
- Act in any way which puts the child at risk.
- Use language or offer advice which is inappropriate, offensive or abusive.
- Behave in an inappropriate or sexually provocative way.
- Take any child from where they are working without permission of the project lead.
- Carry out any personal task which they can do for themselves, e.g. bathing, showering, toileting.
- Be in a 1-2-1 situation with any child, unless this is the only practical solution.
- Take photograph/video images of children without permission.
- Allow behaviour which is illegal, unsafe or abusive.
- Act in a way which shames, humiliates or degrades the child.
- Favour any particular child over others.
- Any other behaviour or action which may be construed as abusive, offensive or inappropriate when working with children.

This is not an exhaustive list, any volunteer working with children must consider how their actions are construed and ensure that each child is protected.

Appendix A - Child Protection Initial Assessment

This flowchart should be used to determine the action required following receiving report of a child protection issue.



Ensure that records are kept of all reports, actions taken and results of actions.

Code of Conduct Policy

Visit Falkland is appreciative of all volunteers and the effort that they put into the organisation. As a voluntary organisation, Visit Falkland is dedicated to supporting its volunteers and protecting them from harm.

Responsibilities

The Board of Trustees have overall responsibility for ensuring that volunteers are protected and the image of Visit Falkland is not brought into disrepute.

It is the responsibility of every individual to ensure they abide by this policy.

General Conduct

Visit Falkland expects each individual volunteer to:

- Abide by the Policies set by Visit Falkland.
- Report any changes to circumstances that may affect their ability to volunteer in the community (e.g. criminal conviction).
- Abide by the laws and regulations at all times.
- Not behave in any way which could be offensive to any other volunteer, partner or client of Visit Falkland.
- Treat any person they come into contact with in a professional manner.
- Not bring the organisation into disrepute.
- Not bring financial advantage to him/herself whilst representing Visit Falkland.
- Present themselves in a way that represents the image of Visit Falkland.
- Be supportive towards the objectives of Visit Falkland and the agreed operations and projects.

Confidentiality

All volunteers must abide by the Visit Falkland Confidentiality Policy.

Volunteers will be made aware of Visit Falkland plans and “trade secrets” which should not be divulged to any third party out with the organisation without prior consent of the Coordination Team.

Volunteers must not disclose any information which has been seen overheard to any other person, including other volunteers within Visit Falkland.

When information is to be released to the public, this must be checked by the Board of Trustees prior to information being shared, following their authorisation information can be shared.

Health & Safety

All volunteers are responsible for abiding by the Visit Falkland Health & Safety Policy.

Volunteers must not act in any way which can be construed as threatening the health and safety of themselves or any person. All accidents or injuries which occur must be reported to the Visit Falkland office.

Personal Relationships

Visit Falkland recognise that personal relationships will exist amongst volunteers. Whilst on Visit Falkland business, volunteers should maintain a professional image to the public, partners, clients and other volunteers.

In the case where a personal relationship exists amongst two or more persons on the Board of Trustees, this should be advised to the Chair and Secretary as to ensure no conflict of interest issues arises.

Drugs & Alcohol

Drugs and alcohol severely affect the safety of the volunteer under the influence and others around them, for this reason Visit Falkland will not accept volunteers carrying out activities whilst under the influence of any drug or alcohol.

In cases of prescription medication, volunteer activity may be carried out following a discussion with the relevant Project Lead regarding ability to carry out relevant activity. GP advice may be requested for this.

Equal Opportunities

Visit Falkland is an equal opportunities organisation, placing no barrier to volunteering. As an organisation, Visit Falkland will not accept any discrimination to any person on terms of race, colour, ethnicity, age, gender, sexuality, relationship status, religion or nationality.

Personal Gifts

On occasion gifts may be offered to volunteers by clients, partners and members of the public. These should be reported to the Coordination Team who will determine if it is acceptable to receive this as an individual, provide the gift to the organisation or to kindly decline the gift.

Volunteers of Visit Falkland should not make personal gain through their membership with the organisation.

Breach of Conduct

In the event that a volunteer is in breach of conduct, this should be reported to the Board of Trustees.

Following investigation, a result will be one of the following:

- No action required
- Verbal Warning
- Written Warning
- Dismissal from Visit Falkland

Instant Dismissal From Visit Falkland

In some instances, volunteers will be dismissed instantly from Visit Falkland. These include, but are not limited to:

- Theft
- Purposefully placing another volunteer, client or partner at risk of harm
- Abuse of another volunteer, client or partner
- Indecent behaviour
- Sabotage
- Breach of confidentiality
- Breach of Data Protection
- Illegal behaviour

In some cases, these breaches will also be reported to the police for their investigation.

Confidentiality Policy

Visit Falkland is holds confidentiality of the utmost importance in terms of sensitive data and plans that it holds for future activities.

Responsibilities

It is the overall responsibility of the Board of Trustees to ensure confidentiality is maintained within Visit Falkland.

Individuals are responsible for adhering to this policy and ensuring confidentiality is maintained.

Confidential Material

Visit Falkland consider the following material to be confidential, this is a non-exhaustive list:

- Personal information about any volunteer, client or partner
- Information regarding funding, grant applications, strategy plans, project initiatives (unless legitimately already in public domain)
- Financial information (unless legitimately already in public domain)
- Details of security features
- Overheard conversations or details seen on desks relating to the ongoing activity of Visit Falkland.

Restricted Material

Within Visit Falkland there is information which is restricted for specific personnel only. This information should be provided to no other person that those authorised to see.

This information includes:

- Proposals & plans for the future
- Forthcoming projects, events, ideas prior to publicising
- Financial information prior to publicising
- Sensitive business information
- Sensitive information about existing or potential volunteers, clients or partners

General Rules of Confidentiality

Visit Falkland volunteers should not:

- Print confidential information where possible
- Seek information known to be confidential
- Provide any information to press or media, on or off the record, unless authorised by the Board of Trustees.
- Provide confidential information to any person out with the organisation.
- Provide restricted material to any person unauthorised.
- Provide personal communications under the banner of Visit Falkland.
- Discuss confidential information in public areas.
- Breach guidance stated in the Visit Falkland Data Protection Policy.

Access to Personal Information

Only the persons below are permitted access to personal information:

<u>Description of Data</u>	<u>Accessible By</u>
Volunteer Personal Information (e.g. name, address etc)	Chair Secretary Treasurer Other trustees as required Relevant Project Lead
Volunteer Sensitive Information (e.g. health, political views, ethical background etc)	Chair Secretary Treasurer
Volunteer PVG Records	Registered PVG Administrator with Volunteer Scotland
Volunteer Medical Conditions	Chair Secretary Treasurer Relevant Project Lead only if required for project
Volunteer Declaration of Convictions	Chair Secretary

	Treasurer Other Trustees if required
Volunteer Applications/References	Chair Secretary Treasurer
Client Records & Details	Chair Secretary Treasurer Web Host

Storage of Personal Detail

All personal information will be stored securely in the following ways:

<u>Description of Data</u>	<u>Storage Method</u>
Volunteer Personal Information (e.g. name, address etc)	Stored on Visit Falkland secure server Stored in locked filing cabinet
Volunteer Sensitive Information (e.g. health, political views, ethical background etc)	Stored on Visit Falkland secure server Stored in locked filing cabinet
Volunteer PVG Records	Stored in locked filing cabinet
Volunteer Medical Conditions	Stored on Visit Falkland secure server Stored in locked filing cabinet
Volunteer Declaration of Convictions	Stored on Visit Falkland secure server Stored in locked filing cabinet
Volunteer Applications/References	Stored on Visit Falkland secure server Stored in locked filing cabinet
Client Details & Records	Stored securely on the Visit Falkland webhost software Stored on Visit Falkland secure server Stored in locked filing cabinet
Partner Organisation Details & Records	Stored on Visit Falkland secure server Stored in locked filing cabinet

Breach of Confidentiality

Any breach of confidentiality must be reported to the Chair or Secretary of Visit Falkland at the earliest possibility. This will be dealt with as set by the Visit Falkland Code of Conduct Policy. In some cases breaches may result in instant dismissal from the organisation.

Data Protection Policy

Introduction

Visit Falkland is a charity in Scotland (SC047476). It is regulated by the Office of the Scottish Charity Regulator.

This policy sets out Visit Falkland's commitment to ensuring that any personal data, including special category personal data, which Visit Falkland processes, is carried out in compliance with data protection law.

'Data Protection Law' includes the General Data Protection Regulation 2016/679; the UK Data Protection Act 2018 and all relevant EU and UK data protection legislation.

Scope

This policy applies to all personal data processed by Visit Falkland and is part of Visit Falkland's approach to compliance with data protection law. All Visit Falkland members are expected to comply with this policy and failure to comply may lead to disciplinary action for misconduct, including dismissal.

Data protection principles

Visit Falkland complies with the data protection principles set out below. When processing personal data, it ensures that:

- it is processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency')
- it is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes ('purpose limitation')
- it is all adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation')
- it is all accurate and, where necessary, kept up to date and that reasonable steps will be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy')
- it is kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed ('storage limitation')

- it is processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality')

Visit Falkland will facilitate any request from a data subject who wishes to exercise their rights under data protection law as appropriate, always communicating in a concise, transparent, intelligible and easily accessible form and without undue delay.

Process/procedures/guidance

Visit Falkland will:

- ensure that the legal basis for processing personal data is identified in advance and that all processing complies with the law
- not do anything with your data that you would not expect given the content of this policy and the fair processing or privacy notice
- ensure that appropriate privacy notices are in place advising members and others how and why their data is being processed, and, in particular, advising data subjects of their rights
- only collect and process the personal data that it needs for purposes it has identified in advance
- ensure that, as far as possible, the personal data it holds is accurate, or a system is in place for ensuring that it is kept up to date as far as possible
- only hold onto your personal data for as long as it is needed, after which time Visit Falkland will securely erase or delete the personal data
- ensure that appropriate security measures are in place to ensure that personal data can only be accessed by those who need to access it and that it is held and transferred securely

Visit Falkland will ensure that all members who handle personal data on its behalf are aware of their responsibilities under this policy and other relevant data protection and information security policies, and that they are adequately trained and supervised.

Breaching this policy may result in disciplinary action for misconduct, including dismissal. Obtaining (including accessing) or disclosing personal data in breach of Visit Falkland's data protection policies may also be a criminal offence.

Data Subject Rights

Visit Falkland has processes in place to ensure that it can facilitate any request made by an individual to exercise their rights under data protection law. All trustees have received training and are aware of the rights of data subjects. Trustees can identify such a request and know who to send it to.

All requests will be considered without undue delay and within one month of receipt as far as possible.

Subject access: the right to request information about how personal data is being processed, including whether personal data is being processed and the right to be allowed access to that data and to be provided with a copy of that data along with the right to obtain the following information:

- the purpose of the processing
- the categories of personal data
- the recipients to whom data has been disclosed or which will be disclosed
- the retention period
- the right to lodge a complaint with the Information Commissioner's Office
- the source of the information if not collected direct from the subject, and
- the existence of any automated decision making

Rectification: the right to allow a data subject to rectify inaccurate personal data concerning them.

Erasure: the right to have data erased and to have confirmation of erasure, but only where:

- the data is no longer necessary in relation to the purpose for which it was collected, or
- where consent is withdrawn, or
- where there is no legal basis for the processing, or
- there is a legal obligation to delete data

Restriction of processing: the right to ask for certain processing to be restricted in the following circumstances:

- if the accuracy of the personal data is being contested, or
- if our processing is unlawful but the data subject does not want it erased, or
- if the data is no longer needed for the purpose of the processing but it is required by the data subject for the establishment, exercise or defence of legal claims, or
- if the data subject has objected to the processing, pending verification of that objection

Data portability: the right to receive a copy of personal data which has been provided by the data subject and which is processed by automated means in a format which will allow the individual to transfer the data to another data controller. This would only apply if Visit Falkland was processing the data using consent or on the basis of a contract.

Object to processing: the right to object to the processing of personal data relying on the legitimate interests processing condition unless Visit Falkland can demonstrate compelling legitimate grounds for the processing which override the interests of the data subject or for the establishment, exercise or defence of legal claims.

Special category personal data

This includes the following personal data revealing:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person
- an individual's health
- a natural person's sex life or sexual orientation
- criminal convictions or offences

Visit Falkland processes special category data of members and third parties as is necessary to provide services for the establishment, exercise or defence of legal claims.

Visit Falkland processes special category data of employees as is necessary to comply with employment and law. This policy sets out the safeguards we believe are appropriate to ensure that we comply with the data protection principles set out above.

Responsibility for the processing of personal data

The board of trustee's of Visit Falkland take ultimate responsibility for data protection.

If you have any concerns or wish to exercise any of your rights under the GDPR, then you can contact the data protection lead in the following ways:

Name: Secretary

Address: Sugar Acre Gardens, Back Wynd, Falkland, KY15 7BX

Email: secretary@visitfalkland.co.uk

Equal Opportunities Policy

Visit Falkland is committed to providing equal opportunity to any person and providing an environment that is free from discrimination.

Legislation

Visit Falkland abide by the various legislation that exists in order to ensure equal opportunity, including:

- Disability Discrimination Act 1995
- Employment Equality (Religion or Belief) Act 2003
- Employment Equality (Sexual Orientation) Act 2003
- Equality Act 2010
- Race Relations (Amended) Act 2003
- Sex Discrimination Act 1975
- Age Discrimination Act 2006

Types of Discrimination

Visit Falkland adopt the protected characteristics as listed in the Equality Act 2010, as following:

- Age
- Being or becoming a transsexual person
- Being married on in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race, including colour, nationality, ethnic or national origin
- Religion, belief, or lack of religion/belief
- Sex
- Sexual Orientation

You are also protected from discrimination if you are associated with someone who has protected characteristics or you have complained about discrimination or supported someone else's claim.

Responsibility

Overall responsibility from equal opportunity remains with the Visit Falkland Board of Trustees.

Each individual has responsibility to abide by this policy and report any instances of discrimination.

Definitions

Protected Characteristics are the features in which the Equality Act 2010 list as aspects of a person which can be discriminated against, see list under “Types of Discrimination”..

Direct Discrimination is the treatment of a person less favourably than they would treat another person based on a protected characteristic.

Indirect Discrimination is the application of provision or practise which places a person at disadvantage due to a protected characteristic.

Victimisation happens when someone treats someone less favourably because they have made a complaint or intent to make a complaint about harassment or discrimination, or have supported another person’s claim.

Harassment is the unwelcome physical, verbal or non-verbal conduct or behaviour. This includes indecent remarks, name calling, malicious teasing or behaviour. This can be intentional or unintentional.

Reporting Discrimination

Visit Falkland takes reports of discrimination very seriously. It also recognises that in many cases will not realise that they are distressing another.

In the first instance, it is recommended to deal with this informally, speaking to the discriminator to highlight the effect they are having.

If the problem persists, or the individual is not sufficiently confident to do this, it should be reported to the Board of Trustees, who will speak informally to the discriminator to highlight the issue.

In the event that the issue continues, the Code of Conduct Policy guidance should be followed.

Exclusions

There are a number of occasions when it is acceptable to treat someone differently due to a protected characteristic. In the event that a risk assessment deems an activity/task to be high risk for specific protected characteristics, those persons will not be permitted to take part in the activity/task.

Financial Policy

Visit Falkland raises funds in order to carry out the work that it does, this funding must be kept in control and sustainable for future developments of the organisation.

Responsibilities

Overall responsibility of Visit Falkland funds remains with the Board of Trustees.

The treasurer is responsible for keeping records of finances and reporting of these to the organisation.

The treasurer is also responsible for the annual auditing of the accounts within three months of the end of the financial year.

Financial Year

The financial year for Visit Falkland runs from 1st April to the 31st March, with annual reports of the finances provided at the organisation's Annual General Meeting.

Banking

The bank account for the organisation will be held with the Bank of Scotland with one signatory required to authorise payments from the account.

Named signatories on the account shall will include at least two from the Chair, Treasurer and Secretary.

Online banking will be used by the organisation for efficiency and cost saving where possible. This will also be used for reporting on financial status.

Authorisation of Spending

One signatory will be able to authorise payments from the bank account. Prior to this, two of the following must approve the spending: Chair, Secretary, Treasurer.

The treasurer will be responsible for making payments using the online banking facility.

For purchases, the cheapest option, without compromising quality, should be used.

Three quotations for purchases should be received prior to authorisation being granted to proceed with the purchase.

Authorisation for values of purchases are as follows:

Under £100	One of following: Chair, Secretary, Treasurer
£100 - £10,000	Two of the following: Chair, Secretary, Treasurer
£10,000 - £100,000	Majority vote of the Board of Trustees in favour
Over £100,000	Majority vote of a Visit Falkland membership meeting in favour

Income

All income received by Visit Falkland will be recorded and banked promptly with the appropriate receipts filed.

Other Financial Rules

The organisation will not accept liability for any agreed payment prior to authorisation.

All funding sought and received will be done in the name of Visit Falkland.

All funding applications must be approved by two of the following: Chair, Secretary, Treasurer.

Health & Safety Policy

Visit Falkland is committed to maintaining safe and healthy working environments for all volunteers, partners and clients.

Responsibilities

Overall responsibility of health and safety within Visit Falkland remains with the Board of Trustees.

The Responsible Person will assume responsibility for Health & Safety for their particular activities, events and ensuring that this policy is upheld. In the event that this person is not present or unavailable, a nominated project leader will assume responsibility of this, with support from the Board of Trustees if required.

All individuals are responsible for ensuring this policy is upheld and following instructions and guidance provided by Visit Falkland to maintain a safe and healthy working environment. It is also the responsibility of everyone to report any health and safety concerns in due course.

Risk Assessment

Visit Falkland carry out a wide variety of activities, each with an element of risk. Risk assessments are completed and reviewed regularly by the Coordination Team for general activities carried out, for specific projects, activities and events risk assessments must be carried out.

All risk assessments will take into account all aspects of the project, activity or , including venue, equipment, volunteers, partners and clients event.

Following completion of risk assessment, all effort to reduce the risk factor must be in place prior to commencing the project, activity or event. If a project, activity or event is deemed to be of too high risk, it will be cancelled or postponed until sufficient hazard prevention can be implemented.

Dynamic risk assessment will be carried out throughout all projects, activities and events. Any concerns regarding risk assessment must be reported to the nominated person. If any person has a concern regarding the risk of any task, they must not attempt to complete this.

Although all attempt to remove risk will be carried out, there are occasions in which risk is unavoidable. In these instances the Board of Trustees must be consulted to determine if the activity is permitted to be carried out.

Arrangements

1. A first aider and supplies are available at all Visit Falkland activities, projects and events. Where more than one activity is taking place in close proximity, it may be the case that one first aider and supplies are in place centrally to cover all of these.
2. All volunteers, partners and clients will be made aware of the risks and given guidance prior to the activity, in the form of a safety briefing. This safety briefing will also provide guidance on the use of any equipment required for the activity.
3. In the event of a fire/explosion, all volunteers, partners and clients will know the procedures to be carried out.
4. Where possible, at least two volunteers should be present for any project or event carried out from the beginning to the end.
5. Any person who is unsure of a task must seek guidance prior to commencing this. For activities where particular training is required, these must not be completed prior to receiving this training.
6. Public & Employers Liability will be held at all times by Visit Falkland.

Use of Vehicle Policy

Visit Falkland vehicles are an asset to the organisation and used on a regular basis to make the lives of its volunteers easier and more practical. These vehicles must be used properly and taken care of in order to maximise their life expectancy and reduce running costs.

Responsibilities

Overall responsibility of Visit Falkland vehicles remains with the Board of Trustees.

It is the responsibility of each Responsible Person to ensure this policy is enforced whilst the vehicles are being used.

It is the responsibility of each individual driver to ensure the vehicles are maintained and used appropriately and as specified in this policy.

Rules of Using a Vehicle

- Visit Falkland vehicles are for the use of the community and should not be used for personal use without prior authorisation.
- Vehicles should only be used by drivers who hold a current driving license with the appropriate entitlements for the vehicle being used.
- Only drivers registered with the Visit Falkland Secretary should drive Visit Falkland vehicles.
- All drivers must have completed an experience drive with a driver experienced with the vehicle prior to use.
- Vehicles should be driven in a manner that fuel economy and tyre life is maximised.
- Vehicles should be left in a clean and tidy condition following use.
- Careless or reckless driving will result in a code of conduct concern being raised and dealt with as stated in the Visit Falkland Code of Conduct Policy.
- Accidents must be reported to the Police and the Board of Trustees.
- Any health changes affecting ability to drive should be reported to the Secretary prior to driving the vehicle.
- The consumption of alcohol or non-prescription medication is prohibited, any vehicle user found to be driving under the influence of alcohol or non-prescription medication will be reported to the police.

- Smoking is not permitted in any Visit Falkland vehicle.
- Vehicles should be locked when unattended.
- Use of mobile phones is not permitted whilst driving Visit Falkland vehicles.
- Seat belts must be worn at all times when travelling in Visit Falkland vehicles.
- Any damages to Visit Falkland vehicles should be reported at the earliest possibility to the Visit Falkland Board of Trustees.