



Volunteer Code of Conduct

*This does not pertain to employees, board members or board of advisors, as their expectations are laid out in their bylaws and employee manual.

Collaborative for Children holds its organization to the highest standard of quality there is. Our goal is to work with the best, most loyal and committed volunteers to represent our brand in the community.

Before becoming a volunteer, please review the Code of Conduct which details expectations of character and integrity for our volunteers.

By completing the volunteer form, the volunteer is agreeing to the policies set forth in this Code of Conduct.

A **volunteer** performs task at the direction of and on behalf of the organization. He/She:

- Is not an employee
- Will not receive compensation
- Is age 18 and above
- Has completed a volunteer form and been identified by the organization as such
- Is not an official spokesperson for the organization and shall not speak on its behalf unless indicated in the volunteer function (i.e. virtual volunteers), nor involve the organization in contractual or financial obligations

Collaborative for Children is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, disability, gender, color, religion, sexual orientation, geography or age. Volunteers are expected to adhere to these same standards in the course of their duties.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client or other person or involves overall agency business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the agency or other corrective action.

Additional Screening

In addition to a background check, some tasks may require the volunteer to submit additional information including, but not limited to, resumes, professional references, etc.

Communications

We encourage volunteers not to participate in any inappropriate communication on or offline regarding the organization or other matters. If the volunteer receives inappropriate communication, please notify the volunteer manager as soon as possible.

Please note: Unless otherwise stated via written consent, volunteers release their permission to be subjects in organization branding which includes photography, videography, social media, website and more.

Online safety

We expect all communications among volunteers to follow general netiquette guidelines. We encourage volunteers to use common sense when sharing with their social community about the organization ... or anything ... online.

The organization will not release a volunteer's phone number, age or other personal information to anyone outside of our organization or to other volunteers without that volunteer's written consent.

Voluntary or involuntary removal

Volunteers who do not adhere to the rules and procedures of the organization or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of organization materials, abuse or mistreatment of clients, staff or other volunteers, failure to abide by organization policies and procedures, and failure to satisfactorily perform assigned duties.

1. The organization may at any time, for whatever reason, decide to terminate the volunteer's relationship with the agency.
2. The volunteer may at any time, for whatever reason, decide to sever their relationship with the organization.
3. Notice of such a decision should be communicated as soon as possible.

Volunteers hereby waive any claims against, indemnify, and hold harmless Collaborative for Children, its respective executives, directors, employees, sponsors, representatives, clients, staff and volunteers from any and all liability, including attorney fees that may result from illness, personal injury, property damage, or wrong doing resulting from involvement as a Collaborative for Children volunteer.

*Volunteers may be included in fundraising solicitations. Volunteers are not required to be financial supporters of the organization and can choose to donate at their own free will.

**We reserve the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

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ⁱ <http://www.serviceleader.org/virtual/sample>
<https://operationbbqrelief.org/volunteer/volunteer-policy-and-code-of-conduct/>