



Volunteer Code of Conduct

As a volunteer for Southside Community Connections (SCC), or any of its programs, I am committed to:

Personal responsibility

- Be dependable, maintaining a neat, clean appearance, recognizing the commitment and responsibility to my volunteer assignment(s).
- Accept assignment(s) consistent with my interest, abilities, and available time and with an open mind and willingness to learn, completing them in a timely manner and in accordance with procedure set forth in training and the procedure manual.
- Refrain from using the prestige or influence of the position for personal advantage.
- Accept feedback from my supervisor in order to do the best job possible.
- Avoid conflict of interest situations and refrain from actions that may be perceived as such. Volunteers should reveal any potential or actual conflicts of interest as they arise.
- Not accept tips, gifts, and loans, request meals to be paid for, or otherwise accept anything else of value for my volunteer work.
- Seek approval from the Volunteer Coordinator prior to taking any action or making statements that may significantly affect or obligate SCC or its programs, including public statements to the press.
- Endeavor to avoid the appearance of any impropriety in the performance of all responsibilities and duties of the assignment, maintaining a high level of integrity at all times.
- Address ethical concerns by speaking directly with the colleague with whom I have the concern; and when necessary, report such to the Volunteer Coordinator in the defined chain of command.

Respect

- Treat all individuals with a sense of dignity, respect, patience, consideration and worth. Make a personal commitment to be nonjudgmental about cultural differences, living conditions and the life-style of each person with whom I work.
- Refrain from profane and abusive language and disruptive behavior that is dangerous to self and others.
- Abstain from the use of photo, audio or video recording equipment unless authorized.
- Respect all confidential information. 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 the organization, volunteer, client, member or other person.
- Refrain from advocating or proselytizing for specific political, social, and/or religious beliefs.
- Recognize I have a moral obligation to report cases of suspected adult abuse or neglect to the Program Coordinator.



- Respect and use all equipment appropriately and as required for my assignment. Abstain from the personal use of equipment or resources owned by SCC or its programs.
- Acknowledge that all material produced for SCC or its programs become the property of SCC upon submission.
- Understand that all forms of harassment are prohibited. This includes sexual, cultural, ethnic, age, religion, disability race, sexual preference, etc. and that a hostile environment or behavior such as vulgarity, rudeness, sarcasm and yelling is not acceptable.

Safety

- Not use, possess, manufacture, distribute, dispense or be under the influence of alcohol, narcotics or controlled substances at any time while acting as a volunteer. Prescribed medication is acceptable as long as Volunteer can perform duties in a safe manner.
- Avoid conduct, both on and off duty, which would jeopardize program effectiveness.
- Wear required identification and clothing. All items of clothing must be suitable for the work environment and should not contain offensive or objectionable material (slogans or graphics).
- Follow safe workplace practices, including participation in applicable education sessions, using appropriate personal safety equipment and reporting accidents, injuries, and unsafe situations.
- Report suspicious activities to the Program Coordinator or SCC Board.
- Recognize that I have a responsibility to adhere to the rules and procedures of SCC and its programs. Failure to do so or failure to satisfactorily perform my volunteer assignment may cause me to be subject to removal from the program.

Volunteer Signature

Date