



United Way  
of Columbia County

## **SENIOR VOLUNTEER CODE OF CONDUCT**

### **VOLUNTEER SHALL:**

#### **ETHICAL CONDUCT**

- Maintain high standards of moral and ethical conduct that includes self-control and responsible behavior. A volunteer must consider the physical and emotional well-being of others and display courtesy towards others.
- Provide quality service to people without regard to race, color, sex, religion, national origin, age, sexual orientation or disability.
- Be receptive to training that will make them more aware of the social and physical needs of the persons being served and other training appropriate for the mission.
- Notify site supervisor as soon as possible if unable to work volunteer shift.
- Respect confidentiality of all information pertaining to the work site in which they volunteer or pertaining to recipients of service.
- Avoid profane and abusive language and disruptive behavior including behavior that is dangerous to self and others including acts of violence, physical or sexual abuse, or harassment.
- Abstain from the use of provided equipment/resources for personal use.
- Abstain from transport, storage and/or consumption of substances of abuse when performing volunteer duties.
- Abstain from transport, storage and/or use of weapons when performing volunteer duties.
- Abstain from attending volunteer duties while impaired by substances of abuse.
- 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.
- Abstain from the use of audio or video recording equipment, unless authorized.

#### **SAFETY**

- Put safety first in all volunteer activities.
- Respect and use all equipment appropriately.
- Follow all procedures to the best of your ability at all times.
- Promote healthy and safe work practices.

- Recognize and congratulate those volunteers who follow safe and caring practices.
- Take care of self and others.
- Report all injuries, illnesses and accidents immediately or as soon as possible to the appropriate staff member.
- Recognize that training is fundamental to everyone's safety.

## RESPECT

- Respect the cultures, beliefs, opinions and decisions of others although you may not always agree.
- Treat each other with courtesy, sensitivity, tact, consideration and humility.
- Accept the chain of command and respect each other regardless of position.

I recognize that I have a responsibility to adhere to the rules and procedures of the agency. ***Failure to do so or failure to satisfactorily perform my volunteer assignment may cause me to be subject to dismissal.***

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Volunteer Signature

Date