



Volunteer Code of Conduct

The purpose of the Code of Conduct for Volunteers is to set out standards of behavior expected from volunteers of the Virginia Capital Trail Foundation (VCTF). All volunteers should ensure that they have read and comply with this Code of Conduct.

Volunteers should maintain the highest standards of behavior in the performance of their duties by:

1. Fulfilling their role as outlined in their written volunteer role description to a satisfactory standard;
2. Performing their volunteer role to the best of their ability in a safe, efficient and competent way;
3. Following the VCTF's policies and procedures as well as any instructions or directions reasonably given to them;
4. Acting honestly, responsibly and with integrity and treating all others with fairness, equality, dignity and respect;
5. Raising concerns about possible wrongdoing witnessed by or reported to the volunteer in the course of the volunteer's role with the VCTF Program Manager;
6. Meeting time and task commitments and providing sufficient notice when they will not be met so that alternative arrangements can be made;
7. Acting in a way that is in line with the purpose and values of the VCTF and that enhances the work of the VCTF;
8. Communicating respectfully and honestly at all times;
9. Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers;
10. Reporting any health and safety concerns;
11. Directing any questions regarding the VCTF's policies, procedures, support, or supervision to the Program Manager;
12. Addressing any issues or difficulties about any aspect of their role or how they are managed with the Program Manager;
13. Keeping confidential matters confidential;
14. Exercising caution and care with any documents, material, or devices containing confidential information and at the end of their involvement with the VCTF, returning any such documents, material in their possession;
15. Seeking authorization before communicating externally on behalf of the VCTF;
16. Maintaining an appropriate standard of dress and personal hygiene;

Volunteers are expected NOT to:

17. Bring the VCTF into disrepute (including through the use of email, social media and other internet sites, and engaging with media etc.);

18. Seek or accept any gifts, rewards, benefits or hospitality in the course of their role;
19. Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, unwelcome verbal or physical acts, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, or race). Engagement in such activity will result in immediate dismissal and a possible ban from volunteering with the VCTF in the future.
20. Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering;
21. Provide a false or misleading statement, declaration, document, record or claim in respect of VCTF, its volunteers, employees or the Board of Directors;
22. Engage in any activity that may damage property;
23. Take unauthorized possession of property that does not belong to them.
24. Engage in illegal activity while carrying out their role.
25. Improperly disclose, during or after their involvement with VCTF ends, confidential information gained in the course of their role with VCTF.

A volunteer found to be in breach of the standards outlined in this Code of Conduct or any of VCTF's other policies and procedures may result in VCTF refusing to allow volunteer to serve as a volunteer.

Notwithstanding the foregoing, volunteers should note that the VCTF may terminate a volunteer's service without cause.

Volunteer acknowledges that no employment relationship is created in the context of their role with the VCTF.

The Executive Director and staff will review the Code of Conduct for Volunteers periodically, as appropriate. The VCTF is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including the Board of Directors, are expected to facilitate this process.

Signature

Name

Date