

Volunteer Code of Conduct



Burlington Parks and Recreation (BPR) has adopted the following policies regarding volunteer involvement. Please read them thoroughly and contact the Burlington Parks and Recreation volunteer coordinator with any questions 863-0420. Your signature is required on the Volunteer Application as your agreement to abide by this Code of Conduct.

Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. BPR reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

Definition of a "Volunteer"

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of BPR. A "volunteer" must be officially accepted and enrolled by BPR prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of BPR.

Liability

Volunteers are expected to understand the risks associated with volunteering. Further, volunteers hereby waive any claims against, indemnify, and hold harmless BPR, its respective officers, directors, employees, sponsors, representatives 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 with BPR volunteer program.

Discrimination

BPR 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. BPR will follow this policy in selection of volunteers. Volunteers are expected to adhere to these same standards in the course of their duties.

Service at the Discretion of the Organization

BPR accepts the service of all volunteers with the understanding that such service is at the sole discretion of the organization. Volunteers agree that BPR may at any time, for whatever reason, decide to terminate the volunteer's relationship with the agency. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor and/or the Volunteer Coordinator.

Representing Burlington Parks and Recreation

Volunteers are asked to **not** contact organizations or individuals on behalf of the BPR unless a staff person gives them express direction to do so. Prior to any action or statement that may significantly affect or obligate BPR, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving

contracts, resources, finances, or other obligations. Volunteers are authorized to act as representatives of BPR as specifically indicated within their job descriptions and only to the extent of such written specifications.

Screening/Background Checks

Volunteers who wish to work with youth or seniors independent of BPR employees are required to submit to a background check prior to becoming a volunteer for BPR.

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, other person, or BPR business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with BPR.

Contacting Other Volunteers

Occasionally, volunteers will need to contact other volunteers with regard to their activities with BPR. We expect all such communications among volunteers to follow standard professional practice. Other than phone numbers or email addresses, the BPR staff will not share contact or other personal information about a volunteer with another volunteer without the express consent of all parties involved.

Non-Compliance/Dismissal

Understand that failure to adhere to any part of this code may result in suspension from our volunteer duties and/or termination of our volunteer relationship with BPR. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff.



As a Burlington Parks and Recreation volunteer:

- I will conduct myself in a respectful manner, exhibit good conduct, and be a positive role model.
- I will display respect and courtesy for other employees, volunteers, program participants, visitors, clients and property.
- I will provide a safe environment by not harming anyone in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- I will respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information.
- I will keep Burlington Parks and Recreation staff informed of progress, concerns and problems within the program(s) in which I participate.
- I will work cooperatively as a team member with employees and other volunteers.
- I will keep personal opinions and actions separate from those made as a representative of this organization.
- I will avoid conduct, both on and off duty, which would jeopardize program effectiveness.
- I will **not** use vulgar or inappropriate language.
- I will **not** solicit gratuities, gifts or bequests for personal or professional benefit.
- I will **not** use or be under the influence of illegal drugs.
- I will **not** consume or be under the influence of alcohol or consume tobacco at Burlington Parks and Recreation events.
- I will **not** discriminate on the basis of race, color, religion, sex, age, national origin, marital status or disability, or sexual orientation.

I have read the Burlington Parks and Recreation Volunteer Code of Conduct and agree to abide by the statements above.

Print Name: _____

Signature: _____

Date: _____