

At Home on the Sound
Code of Conduct

In order to further our mission and ensure that our members and the public are well received we have developed this Code of Conduct for every volunteer to follow.

1. Please treat all member information you are exposed to during this position with complete confidentiality.
2. At Home on the Sound strives to maintain an environment free from harassment or discriminatory conduct of any kind. We ask that you abide by principles of non-harassment and non-discrimination. If you witness any such behavior please contact the Executive Director.
3. At Home on the Sound strives to maintain an atmosphere free of intimidation, threats or violent acts. Such behavior inclusive of jokes and comments will not be tolerated.
4. Unlawful possession, sale, storage or use of any illegal or controlled substances and the use of alcoholic or non-medicinal drugs during your volunteer work is forbidden.
5. Volunteers do not have the authority to make purchases on behalf of "At Home" and are not entitled to reimbursements of expenses without prior authorization.
6. No compensation should be received for services rendered to our members.
7. All work product becomes the property of "At Home"
8. Workplace and equipment of At Home is used for the sole purpose of business affairs and not for solicitation or any personal use.
9. In the event of any problems keeping your commitment, you will notify "At Home" and any member you are serving as soon as you are aware of a delay or absence.

BY SIGNING I ACCEPT and AGREE TO THE ABOVE POLICIES:

NAME: _____ DATE: _____

SIGNATURE: _____