

## Habitat for Humanity of Frederick County Volunteer Code of Conduct

Becoming a Habitat Volunteer comes with great rewards and responsibilities. Volunteers like you are representatives of Habitat for Humanity and its ministry. When you accept a volunteer role with Habitat for Humanity, you are committing to act in a way that promotes Habitat's mission, respects the local community, and ensures the safety of all participants. In addition to complying with all laws, regulations and Habitat for Humanity policies, all volunteers are expected to follow the volunteer code of conduct outlined below.

1. **Promote a respectful community:** Treat all volunteers, employees and community members with respect, courtesy and dignity. This includes avoiding the use of insensitive or offensive language. Volunteers are also expected to refrain from engaging in physical or emotional violence toward others. Another key way volunteers can promote a welcoming, respectful environment is to make efforts to understand all rules and policies set forth by a staff member or supervising volunteer.
2. **Prioritize site/location safety:** Safety rules and guidelines at the volunteer sites including the ReStore have been created to keep you safe as you volunteer and must be followed. Activities that pose a safety risk to yourself or others should be avoided. Report any unsafe working conditions to the onsite supervisor.
3. **Uphold a zero-tolerance policy for alcohol, drugs and weapons:** The purchase or possession of drugs or weapons is strictly prohibited on Habitat for Humanity property and volunteer sites. The purchase or possession of alcohol is also strictly prohibited on Habitat for Humanity sites even if permitted by local law.
4. **Model behavior that respects the human rights of all people and protects beneficiaries and children from exploitation and abuse:** Habitat for Humanity has adopted the standards established by the United Nations to respect the human rights of all people and especially beneficiaries and children. Help model acceptable behavior by making sure your actions reflect the standards Habitat for Humanity has adopted. Inappropriate physical or sexual relationships with other volunteers, staff and community members should be avoided. At no time may volunteers engage in sexual activity with a child (a person under the age of 18 regardless of the legal age of consent) or any Habitat beneficiaries.
5. **Follow the gift giving policy:** To avoid potential misunderstandings, embarrassment, injured feelings or jealousy, volunteers are asked not to exchange gifts with Habitat beneficiaries, staff members or community members without consulting Habitat staff. Volunteers may speak with a staff member about appropriate ways to exchange gifts and our staff is happy to suggest gifts that will benefit the entire community.
6. **Safeguard ministry assets:** Use reasonable care to protect and safeguard all Habitat for Humanity assets. Stealing, misappropriations or diversion of Habitat for Humanity funds, property, or other assets for personal benefit is not permitted nor is otherwise engaging in fraudulent activity regarding Habitat for Humanity's assets, operations, or beneficiaries.
7. **Maintain confidentiality:** Build trust with other volunteers and Habitat for Humanity by respecting the confidentiality of volunteers, staff, Habitat beneficiaries and community members. Unless you receive prior written approval from Habitat for Humanity, you will not disclose confidential HFH information or confidential information given to you by others.

I understand that I can report violations of this volunteer code of conduct anonymously by sending an unsigned handwritten or typed note to: Executive Director, 117 East Church Street, Frederick MD 21701.

I understand that Habitat for Humanity has the right to release me from my volunteer position at its discretion. I also understand that I am responsible for any costs that I may occur due to a violation of the code of conduct.

I acknowledge that I have read, understand and agree to be guided by this volunteer code of conduct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

If a minor volunteer:

Signature of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name of parent or guardian: \_\_\_\_\_

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