



## Cleveland County Habitat for Humanity 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. Volunteers, staff, and other partners shall refrain from the use of insensitive or offensive language. Any engagement in physical or emotional violence toward others will not be tolerated. Promote a welcoming, respectful environment, Make efforts to understand and honor the local culture and by following all rules and policies set forth by a program staff member or supervising volunteer.
2. **Prioritize site safety:** Safety rules and guidelines on the volunteer site have been created to keep you and others safe as you volunteer and must be followed. Activities that pose a safety risk to you 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 volunteer sites, even if permitted by local laws or by the laws of the volunteer's home country.
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 shall 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, misappropriation 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 HFHI, you will not disclose confidential HFHI information or confidential information given to you by others.

I understand that I can report violations of this volunteer code of conduct to a representative of CCHF, or anonymously through [www.mysafeworkplace.com](http://www.mysafeworkplace.com).

## Volunteer Guidelines

Cleveland County Habitat for Humanity is an affiliate of Habitat for Humanity International. When I volunteer for CCHFH, I am working to ensure access to quality housing, neighborhood revitalization, and addressing other humanitarian needs as defined by the organization. CCHFH does not discriminate against anyone on protected grounds and requires all staff and volunteers to hold themselves to the same standard. I agree to conduct myself in accordance with these guidelines and the values of CCHFH.

- I will abide by all safety rules and guidelines and follow the directions of the staff member assigned to me.
- I will sign in and out on the computer and on paper each time I am volunteering.
- I will wear a name tag at all times while volunteering.
- I will treat all staff, volunteers, customers, and the public with dignity and respect.
- CCHFH sites do not allow smoking. I will abide by the no smoking rules and policies.
- I will notify CCHFH if I have a change in my availability as soon as possible.
- I will abide by the confidentiality policy.
- I will be respectful of start times and will arrive appropriately groomed and dressed for the day.
- I will utilize the staff break room in the ReStore for storage of my things and will pick up after myself.
- I will fully engage in my assigned tasks and give them the attention they deserve.
- I am not required to register as a sex offender in any Jurisdiction.
- I have not been convicted of a crime against a child, or a violent crime in the past ten (10) years.

I understand that CCHFH 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 incur due to a violation of the code of conduct or volunteer guidelines.

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

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

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

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

**If a minor volunteer:**

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

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