

Volunteer Code of Conduct



**United Way
Estevan**

United Way Estevan invites the active participation of members of the community of Estevan as volunteers in United Way Estevan events. We are committed to strengthening and maintaining relationships with our community and recognize the importance of the contributions our volunteers make to the achievement of United Way Estevan's goals. Therefore, we expect those who volunteer during United Way Estevan activities to work to support United Way's Mission and Values.

Mission:

That everyone in our community has the opportunity to reach their full potential.

Values:

- **Demonstrate trust, integrity, respect, inclusivity, and transparency**
- **Energize and inspire volunteerism and volunteer leadership**
- **Endorse innovation, partnerships, and collective action**
- **Provide non-partisan leadership**

Volunteer Definition:

A volunteer is a community member that freely offers to take part in United Way Estevan activities (Day of Caring, UWE Telethon), undertaking specific tasks as assigned by the United Way Estevan Board Member or staff person who is responsible for the oversight of the task.

This Code of Conduct outlines volunteer expectations, conflict resolution, and suspension of volunteers.

Volunteers will:

- be vetted by the person responsible for oversight of the task to which the volunteer is assigned.
- receive any necessary training from the person responsible for the oversight of the task to which the volunteer is assigned.
- endeavour to represent the broader interests of United Way Estevan.
- be honest with others and true to themselves.
- refrain from accepting gifts (excluding donations to United Way Estevan) on behalf of United Way Estevan without permission to do so.
- direct any questions regarding their responsibilities to the person responsible for the oversight of the task to which the volunteer is assigned. If that person is unavailable, questions will be directed to a member of the Executive or the Executive Director.

- refrain from any form of harassment. As defined in the *Saskatchewan Employment Act*, harassment is any inappropriate conduct, comment, display, action or gesture by a person that either is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin. It can also be defined by an interaction that adversely affects the worker’s psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated. Harassment could also include conduct, comments, display, action, or gesture that would be considered a threat to one’s health or safety.
- respect the confidentiality of information on sensitive issues, especially in personnel and financial matters.
- be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks.

Conflict Resolution:

In an instance where the Code of Conduct has not been followed or a conflict arises, if the volunteer and the person responsible for the oversight of the volunteer have not been able to resolve the issue or conflict, then the matter will be brought to a member of the Executive or a person designated as a Conflict Manager for the event.

Suspension of a Volunteer:

A volunteer may be suspended by a member of the Executive or the person designated as the Conflict Manager if a resolution to a conflict cannot be reached. In the case of harassment, a volunteer will automatically be suspended.

Any volunteer that has been suspended and wishes to return as a volunteer, will be vetted by the Board of Directors of United Way Estevan.

United Way Estevan values, supports, and promotes volunteerism. Volunteers add value to and complement the work of United Way Estevan. We strive to make volunteering with United Way Estevan a rewarding experience for volunteers. We recognize and appreciate the time, talents, and efforts of all of our volunteers commit to supporting United Way’s Mission and Values.

Signature: _____

Name: _____

Date: _____

Email: _____