



San Joaquin County

Volunteer Code of Conduct

As a volunteer, I am committed to:

Personal responsibility

- Be dependable and on time, recognizing the commitment and responsibility to my volunteer assignment(s).
- Return phone calls, emails and messages in a timely manner and to immediately notify my coordinator of any changes as to how to best contact me.
- Coordinate my transportation to volunteer assignments.
- Accept assignment(s) consistent with my interest, abilities, and available time.
- Accept assignment(s) with an open mind and a willingness to learn and practice.
- Accept feedback from my program leader in order to do the best job possible.
- Avoid conflict of interest situations and refrain from actions that may be perceived as such.
- Address ethical concerns by speaking directly with the person with whom I have the concern; and when necessary, report such to my leader in the defined chain of command.
- Wear clothing that is suitable for the work environment, and should not contain offensive or objectionable material.
- Appropriate hygiene and omitting perfume and cologne while volunteering.
- Discuss with my Program Coordinator or the Executive Director any concerns I have regarding my volunteer assignments. We have an open door policy.
- I understand that all materials, contact lists/directories, equipment, and or NAMI intellectual property being used by me, provided by NAMI or created by me while as a volunteer of NAMI, solely belongs to NAMI San Joaquin County. I will not use, alter or share any of this information or materials/equipment with anyone or for any other purpose other than within the practices of NAMI San Joaquin County and with its permission. Upon my departure as a volunteer from NAMI San Joaquin County, I will return any property in my possession or in my computer to NAMI San Joaquin County.

Respect

- Avoid abusive, obscene, and/or discriminatory language.
- Not attack, harass (sexually or otherwise), or bully, whether verbal, physical, written, or by the use of social media.
- Treat all individuals with whom I interact while volunteering, with a sense of

dignity, respect, and worth. Make a personal commitment to be nonjudgmental about cultural, political, and religious differences, living conditions and the lifestyle of each person with whom I work.

- Respect all confidential information. 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 or other person.
- Not smoke while volunteering.
- Not use personal cell phones and music devices except during breaks.
- Respect and use all computers and other office equipment appropriately and only as required for my assignment. Abstain from the use of computers and office equipment for any personal use.

Safety

- Not participate in any other behavior that is illegal, unsafe, and/or does not support the NAMI San Joaquin County mission.
- Not participate in any activity that may endanger the life, safety, health, or wellbeing of others.
- Not use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Follow safe workplace practices using appropriate personal safety equipment and reporting accidents, injuries, and unsafe situations.

I agree to report any of the above infractions made by me or against me to the NAMI San Joaquin County Executive Director or Board Member within 10 days of its occurrence.

Any volunteer or staff member who violates this Code is subject to discipline, up to and including removal from the program.

PHOTO/VIDEO RELEASE

I hereby give permission for images of myself, captured during my volunteer service, through video, photo and digital camera, to be used solely for the purposes of NAMI San Joaquin County promotional material and publications, and waive any rights of compensation or ownership thereto.

I have read and understand the NAMI San Joaquin County Volunteer Code of Conduct.

Volunteer Name (print) _____

Volunteer Signature _____ Date _____