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**City of Box Elder**

## **Volunteer Code of Conduct**

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The purpose of this Code of Conduct is to inform volunteers on the standards of conduct required. Volunteers are expected to act honestly, conscientiously, reasonably and in good faith at all times when carrying out their duties as a volunteer with the City of Box Elder.

### **Expected Behaviors**

At all times, we expect volunteers to:

- Be present at the agreed times and tell us if you are not able to volunteer
- Carry out duties and responsibilities in a safe, efficient and competent way
- Maintain a good standard of dress
- Comply with lawful and/or reasonable direction, instructions and policies
- Respect the privacy of individuals and only use confidential information for the purposes for which it was intended
- Maintain the confidentiality of any information obtained while volunteering
- Observe safety procedures including:
  - keeping yourself and others safe at all times
  - notifying the City of Box Elder about hazards or potential hazards in the working environment
  - notifying the City of Box Elder about any accident, incident or property damage
  - complying with the City of Box Elder's Rules of Conduct as addressed in the Staff Handbook; section 1.5 "Rules of Conduct".

### **Volunteers will not:**

- Create any liability for the City of Box Elder
- Act in a way that may bring the City of Box Elder into disrepute (including use of email, social media and other Internet sites, engaging with media, etc...)
- Seek or accept any offers, gifts, rewards or benefits
- Engage in any activity that may cause physical or mental harm of another person (such as verbal abuse, physical abuse, assault, sexual or racial harassment, bullying, safety of yourself and others)
- Be affected by alcohol, medication or non-prescription drugs while volunteering
- Provide a false or misleading statement, declaration or claim
- Falsify or change any documents or records.

- Engage in any activity that may damage the City of Box Elder's property
- Have unauthorized possession of property belonging to anyone else
- Engage in a criminal activity in our workplace

### **Conflicts of Interest**

Volunteers should avoid situations that may lead to conflicts of interest by:

- Consulting with your manager/supervisor before undertaking other roles in organizations whose goals, purposes or activities conflict with the City of Box Elder
- Making sure your other commitments do not conflict with the performance of your duties of volunteering with the City of Box Elder
- Advising your manager/supervisor immediately if a conflict of interest exists, occurs or could possibly occur

### **Breaches of the Code of Conduct**

Breaches of the Code of Conduct may lead to a notification of unacceptable behavior and a warning or the immediate end to your services as a volunteer. Repeated breaches of the Code of Conduct will lead to the immediate end of your services as a volunteer.

### **Declaration**

I have read and understand the information in this document, and I agree to follow the Code of Conduct during my time volunteering with the City of Box Elder.

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Volunteer's Name (printed)

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Signature/Date