



VOLUNTEER POLICY AND CODE OF CONDUCT

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Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to volunteers engaged in a volunteer program through the Town of Yarmouth). These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Town of Yarmouth reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

Definition of a "Volunteer"

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of Town of Yarmouth. A "volunteer" must be officially accepted and registered by Town of Yarmouth prior to performance of a task. Unless specifically stated, volunteers shall not be considered as "employees" of the Town of Yarmouth .

Liability

Volunteers are expected to understand the risks associated with volunteering. Further, volunteers hereby waive any claims against, indemnify, and hold harmless the Town of Yarmouth, its respective officers, directors, employees, sponsors, representatives and volunteers from any and all liability, including attorney fees that may result from illness, personal injury, property damage, or wrong doing resulting from involvement with a Town of Yarmouth volunteer program.

Discrimination

The Town of Yarmouth believes in non-discrimination and will not discriminate on the basis of race, religion, ethnicity, disability, gender, color, sexual orientation, marital status, geography, or age. The Town of Yarmouth will follow this policy in selection, assignment, treatment or supervision of volunteers, citizens, vendors, or program participants. Volunteers are expected to adhere to these same standards in the course of their duties.

Service at the Discretion of the Organization

The Town of Yarmouth accepts the service of all volunteers with the understanding that such service is at the sole discretion of the organization. Volunteers agree that the Town of Yarmouth may at any time, for whatever reason, decide to terminate the volunteer's relationship with a program. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor and/or the Volunteer Coordinator.

Representing the Town of Yarmouth

Volunteers are asked to not contact organizations or individuals on behalf of a Town of Yarmouth program unless a staff person gives them express direction to do so. Prior to any action or statement that may significantly affect or obligate Town of Yarmouth, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contracts, resources, finances, sponsorships, donations, or other obligations. Volunteers are authorized to act as representatives of the Town of Yarmouth as specifically indicated within their position descriptions and only to the extent of such written specifications.

Screening/Background Checks/Trainings

Volunteers who wish to assist in certain areas or capacities may be required to submit proof of identity and background checks, and/or complete training programs prior to becoming a volunteer for the Town of Yarmouth.

Confidentiality

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, other person, or the Town of Yarmouth business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the Town of Yarmouth.



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Non-Compliance/Dismissal

Understand that failure to adhere to any part of this code may result in suspension from volunteer duties and/or termination of our volunteer relationship with the Town of Yarmouth. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff.

- o I will conduct myself in a respectful manner, exhibit good conduct, and be a positive role model.
- o I will display respect and courtesy for other employees, volunteers, program participants, sponsors, visitors, clients and property.
- o I will provide a safe environment by not harming anyone in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- o I will respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information.
- o I will keep the Town of Yarmouth staff informed of progress, concerns and problems within the program in which I volunteer.
- o I agree to follow all program, operational and safety rules of the Town of Yarmouth programs and services.
- o I will work cooperatively as a team member with employees and other volunteers.
- o I will keep personal opinions and actions separate from those made as a representative of this organization.
- o I will avoid conduct, both on and off duty, which would jeopardize program effectiveness.
- o I will not solicit or accept gratuities, gifts or bequests for personal or professional benefit. Cards, letters and token gifts of small value (under \$20) such as gift certificates, hats, and T-Shirts from program participants or parents/guardians may be accepted but not solicited.
- o I will not consume or be under the influence of alcohol, drugs, tobacco, tobacco products, marijuana, and e-cigarettes or "vaping" during my volunteer commitment.
- o I will not discriminate on the basis of race, religion, ethnicity, disability, gender, color, sexual orientation, marital status, geography, or age.
- o I understand that any expenses incurred personally and reimbursement requested must be pre-approved prior to purchase.

By signing below, I acknowledge that I received the Volunteer Policy and Code of Conduct. I understand all information provided and will adhere by this Policy and Code during my time as a volunteer with the Town of Yarmouth.

Print Name: _____

Signature: _____

Date: _____

If under the age of 18, please have parent or guardian also confirm that the Volunteer Policy and Code of Conduct has been read and understood.

Print Name: _____

Signature: _____

Date: _____