



## VOLUNTEER CODE OF CONDUCT

[Extension to Volunteer Management Policy # 302: VOLUNTEER CODE OF CONDUCT]

HFH Sarnia/Lambton believes in treating everyone fairly and equitably. We expect our volunteers to value, respect and interact positively with all other Habitat stakeholders. Our goal is to work together to achieve Habitat's mission by creating a volunteer environment that supports and celebrates the diversity of people and their ideas.

We understand and recognize that people work best when they know what is expected of them. For this reason, this Volunteer Code of Conduct has been designed to very clearly articulate Habitat Sarnia/Lambton's expectations of all of its volunteer stakeholders.

**As a Habitat for Humanity Sarnia/Lambton Volunteer member, I will:**

### **Safety**

- participate in all mandatory safety training programs
- put safety first in all our activities at all times
- promote and demonstrate safe and healthy work practices
- follow and implement all procedures to the best of our ability at all times
- respect and use all equipment in the way in which it was intended
- report all injuries, illnesses, accidents and near misses immediately to the appropriate people
- recognize that training is fundamental to our safety
- wear all mandatory personal safety equipment, as needed
- recognize that smoking in HFH Sarnia/Lambton's buildings and on build sites are strictly Prohibited

### **Confidentiality**

- (where my position is such that I have access to such information) pledge to keep private information on employees, fellow volunteers, and partner families confidential
- promise not to disclose affiliate issues, operations or information on organizations with whom we are associated
- understand that the removal of confidential records from the affiliate, without permission, is considered theft

### **Communication**

- acknowledge that speaking with any form of the media regarding Habitat Sarnia/Lambton or its programs, without permission, is prohibited
- respect comments and feedback that are constructive and beneficial to job improvement as well as customer, donor and sponsor satisfaction
- implement effective listening skills
- believe and practice productive, positive, respectful, two-way communication
- accept and respect the supervisor's instructions and work practices

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Administration Office & ReStore

1787 London Line, Sarnia, ON N7T 7H2 Phone: 519-339-7957 Fax: 519-339-0476  
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**Commitment**

- believe in carrying out the affiliate's mission
- guard against over-commitment resulting in burn out

**Support**

- help others
- share the workload and provide encouragement to fellow volunteers

**Teamwork**

- rely on fellow volunteers for help
- work together to achieve HFH Sarnia Lambton's goals
- recognize and accept each other's skills and abilities
- encourage and support fellow volunteers and co-workers
- not judge others
- realize fighting or threatening violence in the workplace is strictly prohibited

**Diversity and Equity**

- respect others despite race, religion, colour, age, gender or creed
- encourage others to learn, grow, and achieve
- use appropriate language that will not offend others
- not bully, victimize or use demeaning humour or sexist comments

**Trust**

- recognize theft or inappropriate removal of Habitat's property is unlawful and grounds for immediate dismissal
- recognize the critical importance of maintaining a sober and drug-free working environment
- recognize submitting any contact information that is fraudulent is a crime and grounds for immediate dismissal
- understand volunteering and/or working under the (immediate or lingering) influence of alcohol and/or illegal drugs or possessing these items while on the premises of Habitat are grounds for immediate dismissal
- understand the possession of dangerous or unauthorized materials, such as explosives or firearms, is strictly prohibited in HFH Sarnia/Lambton's buildings and on build sites and grounds for immediate dismissal

I have read and understand Habitat for Humanity Sarnia/Lambton's Code of Conduct. I agree to abide by the rules described above and understand that I may be removed from the build site if I violate any of these rules.

Volunteer Name: \_\_\_\_\_ Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness (HFHS/L Staff): \_\_\_\_\_

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