



Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_



## VOLUNTEER CODE OF CONDUCT

Thank you for your interest in volunteering for **Beds for Freezing Nights (BFN)**! For the winter season of 2022-2023, BFN will be acting as a committee within Community Sharing Program (CSP), so it is important for volunteers to complete this form to be recognized as a CSP volunteer for insurance and CSP program purposes.

As a non-profit organization, CSP relies on its volunteers to help create a positive image for CSP and the values it stands for in our community. Before you begin your duties as a volunteer, CSP requires that you understand and agree to follow CSP's Code of Conduct. Please read the provisions below thoroughly and contact the BFN Volunteer Coordinator or the CSP Executive Director with any questions.

### I. CSP VOLUNTEER POLICIES

#### A. Purpose.

These policies are intended to provide overall guidance and direction to volunteers providing services to CSP. These policies do not constitute, either implicitly or explicitly, a binding contractual employment or personnel agreement between yourself and the Community Sharing Program. The Community Sharing Program reserves the right to change any of these policies at any time, and all volunteers are expected to abide by these provisions.

#### B. Definition of "Volunteer"

A "volunteer" is anyone performing voluntary services at the direction of and on behalf of CSP without compensation, salary, fee, or any other consideration for the services rendered. CSP may, however, choose to reimburse its volunteers for meals, transportation, lodging, or other incidental expenses at its sole discretion. Volunteers shall not be considered as "employees" of the CSP and are not entitled to any of the benefits (workers compensation, medical insurance, etc.) normally associated with the employer/employee relationship.

### VOLUNTEERS UNDER 18

There will not be any volunteers under the age of 18.

### DISCRIMINATION

CSP is committed to a policy of fair representation and prohibits its volunteers, directors and employees from engaging in any form of sexual harassment, and harassment based on, but not limited to, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, including genetic characteristics, marital status, pregnancy, childbirth or related medical conditions, actual or perceived gender, gender identity, sexual orientation and age (40 and over), or veteran status or any other basis protected by federal,

state or local law or ordinance or regulation, as applicable. As a volunteer, you are expected to govern your own conduct in accordance with these same principles when carrying out your volunteer duties.

### **SERVICE AT THE DISCRETION OF THE ORGANIZATION**

CSP accepts the services of all volunteers with the understanding that such service is completely voluntary, and either party is free to discontinue its relationship with the other party for any reason. However, notice of such a decision must be communicated as soon as possible to the other party. Should you wish to terminate your volunteer relationship with CSP, immediately communicate your decision to the BFN Volunteer Coordinator or the CSP Executive Director.

### **NO LEGAL REPRESENTATION AS THE AGENT OF COMMUNITY SHARING PROGRAM**

Volunteers are not the legal agents or representatives of CSP, and therefore may NOT contact organizations or individuals on behalf of the CSP unless the BFN Volunteer Coordinator or the CSP Executive Director gives them express direction to do so. Volunteers have no authority to enter into binding agreements with others on behalf of CSP, nor may they represent themselves to others that as having such authority. 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, or other obligations. Volunteers must limit themselves to activities reasonably necessary to carry out the duties and objectives set forth in their respective volunteer service descriptions and only to the extent of such written specifications.

### **MAINTAINING CONFIDENTIALITY**

Volunteers are expected to maintain the confidentiality of all clients, and warming shelter guests, proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a client, single staff member, volunteer, board member, sponsor, member or other person. Failure to maintain confidentiality may result in termination of the volunteer's relationship with CSP.

### **COPYRIGHT / OWNERSHIP ISSUES**

1. Each volunteer also agrees to the recording, reproduction and use of his/her picture and the use of his/her likeness and voice, in whatever form of media by CSP and its designees and at their sole discretion.
2. Material produced by volunteers for CSP, including graphics, images, web page designs, and all other material capable of being copyrighted ("Materials") becomes the property of CSP automatically upon its submission to CSP. In submitting Material to the CSP, you are agreeing to waive any and all rights you may have to compensation for the Material under U.S. copyright law, and that the CSP and its designees shall own all right, title, and interest (including all associated intellectual property rights) in and to the Materials under U.S. and foreign Copyright laws on a worldwide basis, including the right to make derivative works of the Materials. Volunteers may be recognized for their contributions as appropriate.

## **CONTACTING OTHER VOLUNTEERS**

Occasionally, BFN volunteers will need to contact other volunteers regarding their activities with BFN and CSP. We expect all such communications among volunteers to follow standard professional practice.

## **ENDING YOUR VOLUNTEER ROLE**

Although you are free to discontinue your relationship with CSP at any time, common courtesy dictates that to the maximum extent possible, you cease volunteering with CSP after completion of any volunteer assignment, or when you are not currently engaged in an assignment.

## **NON-COMPLIANCE / DISMISSAL**

I understand that the failure to adhere to any part of this code may result in suspension from my volunteer duties and/or termination of my volunteer relationship with CSP.

### **AS A CSP VOLUNTEER, I WILL:**

1. Treat others with the utmost level professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior and be a positive role model.
2. Follow through and complete accepted tasks.
3. 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.
4. Respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information.
5. Keep CSP board members, BFN committee or staff informed of progress, concerns and problems within the program(s) in which I participate.
6. Work cooperatively as a volunteer with employees, board members and other volunteers.
7. Learn about, respect and follow BFN and CSP policies.
8. Keep my personal opinions and actions separate from those made as a volunteer of this organization.
9. Promote and support the Community Sharing Program to others and help recruit additional volunteers.
10. Communicate what I am physically able to do and will perform any tasks I am assigned within my physical limitations.
- 11. I understand that I am required to have a background check if I am to be in direct contact with Beds For Freezing Nights' warming shelter guests.**

### **AS A CSP VOLUNTEER, I WILL NOT:**

1. Use vulgar or inappropriate language.
2. Authorize the use of or use the name, logo, endorsement, services, or property of Community Sharing Program for the benefit or advantage of any person, organization, or other entity.

3. Solicit gratuities or gifts for personal or professional benefit.
4. Publicly represent myself as a representative of CSP or utilize my CSP affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the official position of CSP.
5. Operate or act in any manner that is contrary to the best interests of CSP.
6. Use drugs or alcohol or have drugs or alcohol in my possession during my shift. I understand that if I violate this policy it will result in my immediate termination from CSP, and a report will be made to the board of directors and possibly the authorities.
7. Be under the influence of legal drugs or medications that might impair my ability to perform my duties in a safe and professional manner.
8. Discriminate based on race, color, religion, sex, age, national origin, marital status, disability, or sexual orientation in carrying out my duties as a CSP volunteer.

**I HAVE READ AND AGREE TO ABIDE BY COMMUNITY SHARING PROGRAM VOLUNTEER CODE OF CONDUCT (please check one of the statements).**

\_\_\_\_\_ I agree to having a background check completed.

\_\_\_\_\_ I do NOT agree to a background check and my volunteer work will not include direct contact with warming shelter guests.

\_\_\_\_\_  
Signature of Volunteer \_\_\_\_\_ Date

\_\_\_\_\_  
Accepted by CSP Representative \_\_\_\_\_ Date

If you are interested in working directly with our guests, please provide all the following information that is required for a background check:

Full Name (Last, First, Middle) \_\_\_\_\_

Alias/Maiden name(s) \_\_\_\_\_

Male \_\_\_ Female \_\_\_ Non-binary \_\_\_ Unknown \_\_\_

Date of Birth (Month/Day/Year) \_\_\_/\_\_\_/\_\_\_

Social Security # \_\_\_\_\_

Current or Last Known Address:

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_