

## **Volunteer Code of Ethics:**

### **Volunteer: Definition:**

A person working for the benefit of other individuals and society as a whole, out of free will and without expecting any financial reward for these efforts.

### **Volunteer Work:**

Contributing time, services, expertise, knowledge, prestige and/or personal connections, for a mutually agreed period, directly or indirectly, for the benefit of individuals known or unknown alike organizations, foundations and societies, community and/or the environment.

### **Volunteers' Obligations:**

Society constitutes the framework within which individuals may fulfill themselves. In joining the world of voluntary work, volunteers express a personal, human, honest commitment, a fundamental and essential element that enables the act of volunteering. This commits volunteers to a series of obligations through the contract between them and their organizations. Without these obligations, the contract is devoid of its mutual nature.

- Volunteers must possess a sense of commitment and loyalty toward the organization.
- Volunteers must conduct themselves according to the rules prescribed by the organization to regulate the process of volunteering.
- Volunteers must act in accordance with the organization's goals.
- Volunteers must protect the organization's good standing.
- Volunteers must respect the organization's property.
- Volunteers must respect and follow the organization's code of regulations, its rules, norms and accepted manners of conduct, as well as all other organizational demands.
- Volunteers must aspire to excellence in the tasks they take upon themselves.
- Volunteers must constantly strive to improve the skills required for their work by participating in personal and group training programs.
- Volunteers must report in advance any change in their conditions of volunteering.

### **Confidentiality:**

Volunteers hereby agree not to disclose any information acquired while volunteering, whether written or verbal, to any persons, authorities or organizations, unless specifically instructed to do so by functionaries in charge of confidentiality issues with their organization, or unless so required by a legal order. In this clause, information refers to:

1. Information concerning the organization, its paid or voluntary workers, its financial resources or donors.
2. Information regarding the organization's clients.

**Refusal to Accept Benefits:**

Volunteers pledge not to receive benefits in any form from the organization's clients or any other persons.

**Avoiding a Conflict of Interests:**

Volunteers pledge to avoid a conflict of interests and to notify the organization of any such conflict existing between their activities, positions within the organization, or their association with it, and all other activities in which they engage.

**Reporting Relevant Issues:**

Volunteers must notify their volunteer manager of any issue that might affect their ability to perform their functions (health or other factors) or cause harm to themselves or others, as soon as possible and before the commencement of the voluntary work.

**Reporting Unethical Organizational Behaviour:**

Volunteers must report organizational behaviour that fails to comply with ethical criteria, including unlawful conduct (of directors, paid workers or other volunteers), using the organization's proper channels, or any other legal means.

**Obligations Toward Clients:**

Volunteers must respect clients, treat them in a dignified, responsible, patient and tolerant manner, refrain from discriminating or biased treatment of clients, and respect individual difference.

***The desire of individuals to share the gift of "selfless giving", together with the ever-increasing gaps in society, make voluntary work a worthy framework within which personal needs may be fulfilled in an environment shaped by an age-old tradition that symbolizes all that is good in human interaction.***

I have read and understand and agree to abide by the Code of Ethics for Volunteers.

Signed:

Date \_\_\_\_\_