



Volunteer Performance Guidelines/ Code of Conduct

By signing the Trees, Water & People Volunteer Agreement I agree that:

Attendance

Trees, Water & People (TWP) depends on its volunteers for its daily operations. As a volunteer, I agree to give as much notice as possible to TWP staff if I will be late for or absent from my volunteer shift.

Attendance When in Poor Health

Trees, Water & People values the health of its volunteers and employees. As a volunteer, I understand that I am under no obligation to perform my volunteer responsibilities when I am sick or otherwise in poor health. I will not come to the TWP office or other volunteer locations when I may be contagious.

Behavior

While volunteering for or representing TWP, I will behave in a respectful manner. I recognize that, when volunteering at the TWP office, I am in a work environment and should not create an unreasonable distraction for employees. I will be respectful with use of electronic devices such as cell phones and digital music players.

Attire

I will refrain from wearing any clothing, lack of clothing, or slogans that may be offensive to other volunteers, staff, donors, partners, or clients of TWP. I will dress in a manner befitting the "casual professional" nature of TWP or appropriate to special volunteer projects.

Smoking, Drugs and Alcohol

I will not smoke or use alcohol or illegal substances while volunteering for or representing TWP.

Safety

I will not perform any duty with which I do not feel comfortable. I recognize that as a volunteer, all of my participation with Trees, Water & People is voluntary.

Support of Staff

I will actively support and respect decisions made by TWP staff.

Note

This list of performance guidelines is not intended to be an exhaustive list of all duties, responsibilities, or rules associated with volunteering at TWP.

Conflict Resolution

If, at any point, I have any concerns with my volunteer position or duties, I will discuss them with TWP's Volunteer Coordinator. I recognize that I am a valuable asset to TWP and that my physical and emotional safety and comfort are important to the staff.

Should I behave in a way that contradicts this set of Performance Guidelines/ Code of Conduct or is in any other way inappropriate, TWP's Volunteer Coordinator or other staff will notify me. If I continue to behave inappropriately, I may be required to permanently leave my volunteer position.

Trees, Water & People has a zero-tolerance policy for physical or verbal abuse of any staff member, volunteer, client, donor, or partner. Any abusive incident can result in immediate and permanent dismissal from a volunteer position.