

## CODE OF CONDUCT [Example]

*In order to fully optimize your work or volunteer experience, and to clarify expectations of **[your project name]** (hereafter known as “the Organization”), we ask that you carefully review the the Organization Code of Conduct. This forms an integral part of your work or volunteer contract.*

### **Part One: The Organization**

You can expect the Organization:

- 1) To provide an introduction on the work of the Organization, its staff, your role and the information you need to meet the responsibilities of this role.
- 2) Supervision and support: to explain the standards we expect and to encourage and support you to achieve and maintain them.
- 3) To do our best to help you have a positive experience with the Organization.

### **Part Two: The Employee**

*Your role as an Employee, whether paid or volunteer, is to help the Organization carry out its mission and meet its goals. This work is designed to provide a full range of opportunities to children and young people. Your role becomes active upon the signing of your contract and concludes at the end of your contract or when you quit or are let go by the Organization. At the discretion of the Organization’s management, any violation of the expectations outlined below may lead to the termination of your employment.*

As an Employee of the Organization, I agree to:

- 1) Perform my role to the best of my ability with the best interest of each student considered in every action taken.
- 2) Follow the the Organization’s procedures and standards, including health and safety, and security.
- 3) Act in a culturally appropriate manner, and follow the advice from the Organization’s management on proper conduct while working both in the skatepark/location and when representing the Organization externally. I understand that if any of my actions or conduct put the Organization’s security or reputation at risk I may be let go.
- 4) Meet time commitments and standards agreed to and give reasonable notice so other arrangements can be made when this is not possible.
- 5) Have my personal information screened at the discretion of the Organization for security purposes and child protection.

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- 6) Abide by the instructions and advice of the Organization management.
- 7) Remain part of the team in all aspects, and not leave the Organization during work hours without informing my supervisor.
- 8) Conduct myself in a manner that is in the best interest of the Organization and the children we serve.
- 9) Respect the dignity and privacy of all students. There is zero-tolerance for physical or verbal abuse at the Organization.
- 10) Not bring or deliver my own personal agenda, be it political, religious, or ethnic in contrast with the Organization and its goals.
- 11) Never be intoxicated (drugs, alcohol) before or during work hours.
- 12) Seek and accept the advice of management in cases of conflict, with staff or students.
- 13) Seek prior approval from the Organization in the case of publicity in association with my activities at the Organization.
- 14) Not to post any personal photos, video or writing on the internet (including social media, blogs) that is related to the Organization's programs or participants without prior approval from the Organization.
- 15) Not copy or share images taken by other the Organization staff/volunteers without asking permission first from the Communications Department.
- 16) To use the internet for work related activities only during work hours.
- 17) Not hold the Organization or its Employees liable for any damages or loss incurred during my employment, including but not limited to theft and personal injury.

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Date

\_\_\_\_\_

Name

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Signature

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