



Volunteer Code of Conduct

Becoming a Habitat volunteer comes with great rewards and responsibilities. Our volunteers are representatives of Habitat for Humanity International and its ministry. When you accept a volunteer role with Habitat, you are committing to act in a way that promotes Habitat's mission, respects the local community and ensures the safety of all participants. In addition to complying with all laws, regulations and Habitat's policies, all volunteers are expected to follow the volunteer code of conduct outlined below.

- 1. Prioritize site safety:** Safety rules and guidelines on the volunteer sites have been created to keep you and others safe as you volunteer and must be followed. Activities that pose a safety risk to yourself or others should be avoided. Report any unsafe working conditions to the onsite supervisor.
- 2. Promote a respectful community:** Treat all volunteers, Habitat staff and community members with respect, courtesy, and dignity. This includes avoiding the use of humiliating, demeaning, offensive, or otherwise insensitive language that fails to respect the dignity of the person. Volunteers are also expected to refrain from engaging in intimidation, physical, sexual, and/or emotional violence toward others. Help promote a welcoming, respectful environment by making efforts to understand and honor the local culture and by following all rules and policies set forth by Habitat staff or supervising volunteer. To protect the privacy of the families we serve, you are discouraged from posting anything on social media without the permission from Habitat's program staff member.
- 1. Respect the human rights of all people and protect beneficiaries and community members from exploitation and abuse.** All Habitat volunteers must model behavior consistent with the HFHI Safeguarding Policy which protects staff, beneficiaries, and community members (especially vulnerable adults and children) from exploitation and abuse.
- 2. Uphold a zero-tolerance policy for alcohol, drugs and weapons:** The purchase or possession of drugs or weapons is strictly prohibited on a Habitat property and volunteer sites, even if permitted by local laws or by the laws of the volunteer's home country.
- 3. Follow the gift giving policy:** To avoid potential misunderstandings, embarrassment, injured feelings or jealousy, volunteers are asked not to exchange gifts with Habitat beneficiaries, staff members or community members without consulting Habitat staff.
- 4. Protect ministry assets:** Use reasonable care to protect all of Habitat's resources. Stealing, misappropriation or diversion of Habitat's funds, property, or other assets for personal benefit is not permitted, nor is otherwise engaging in fraudulent activity regarding Habitat's assets, operations, or beneficiaries.
- 5. Maintain confidentiality:** Build trust with other volunteers and Habitat by respecting the confidentiality of volunteers, staff, Habitat beneficiaries, and community members. Unless you receive information given to you by others.
- 6. Speak up!:** Habitat embraces a "see something, say something" culture. If you become aware of potential misconduct, help reinforce our culture of courage and accountability by sharing your concerns with an appropriate Habitat staff or supervising volunteer.

ACKNOWLEDGEMENT FORM

I acknowledge that I have read, understand and agree to be guided by this volunteer code of conduct.

I commit to helping safeguarding the rights and dignities of all people I encounter during my volunteer service with Habitat.

I understand that I have a responsibility to report any potential misconduct to an appropriate Habitat staff or supervising volunteer.

I understand that Habitat has the right to release me from my volunteer position at its discretion. I also understand that I am responsible for any costs that I may incur due to a violation of the code of conduct.

Signed: _____

Date: _____

Name: _____

If a minor volunteer:

Signature of parent or guardian: _____

Date: _____

Name of parent or guardian: _____