



## **Volunteer Code of Conduct**

4:13 FITNESS has adopted the following policies regarding volunteer involvement. Please read them thoroughly and contact Kristi at 4:13 FITNESS at 512-695-4649 if you have any questions. Your signature is required below as your agreement to abide by this Code of Conduct.

### **Purpose of Volunteer Policies**

These policies are adopted by 4:13 FITNESS to provide guidance and direction to volunteers engaged in volunteer involvement. These policies do not constitute a binding contractual or personnel agreement.

### **Definition of a "Volunteer"**

A "volunteer" is anyone who, without compensation or reimbursement, performs a task at the direction and on behalf of 4:13 FITNESS. A "volunteer" must attend the Volunteer Orientation Class prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of 4:13 FITNESS.

### **Liability**

Volunteers are expected to understand the risks associated with volunteering. Further, volunteers hereby waive any claims against, indemnify, and hold harmless 4:13 FITNESS, its respective officers, directors, employees, sponsors, representatives and volunteers from any and all liability, including attorney fees that may result from illness, personal injury, property damage, or wrong doing resulting from involvement with the 4:13 FITNESS volunteer program.

### **Discrimination**

4:13 FITNESS is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, disability, gender, color, religion, sexual orientation, geography, or age. 4:13 FITNESS will follow this policy in selection of volunteers. Volunteers are expected to adhere to these same standards in the course of their duties.

### **Service at the Discretion of the Volunteer Coordinator**

4:13 FITNESS accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Organization. Volunteers agree that 4:13 FITNESS may, at any time, for whatever reason, decide to terminate the volunteer's relationship with the agency. Notice of such a decision will be communicated as soon as possible to the volunteer.

**Representing 4:13 FITNESS**

Volunteers are asked **not** to contact organizations or individuals on behalf of 4:13 FITNESS unless a staff person gives them express direction to do so. Prior to any action or statement that may significantly affect or obligate 4:13 FITNESS, volunteers should seek prior consultation and approval from appropriate staff. 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 are authorized to act as representatives of 4:13 FITNESS as specifically indicated within their job descriptions and only to the extent of such written specifications.**

**Screening/Background Checks**

Volunteers at 4:13 FITNESS are subject to background checks at the discretion of the organization.

**Confidentiality**

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, other person, or 4:13 FITNESS business policies and procedures. Failure to maintain confidentiality may result in termination of the volunteer’s relationship with 4:13 FITNESS.

**Contacting Other volunteers and 4:13 FITNESS members**

Occasionally, volunteers will need to contact other volunteers or 4:13 FITNESS members with regard to their activities with 4:13 FITNESS. We expect all such communications among volunteers to follow standard professional practice. Other than phone numbers or email addresses, the 4:13 FITNESS staff will not share contact or other personal information about a volunteer with another volunteer without the express consent of all parties involved.

**Non-Compliance/Dismissal**

Understand that failure to adhere to any part of this code may result in suspension from our volunteer duties and/or termination of our volunteer relationship with 4:13 FITNESS. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff.

Printed Name\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_