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Code of Conduct

Country Heritage Agricultural Society O/A Country Heritage Park

Country Heritage Park has adopted the following policies regarding volunteer involvement. Please read them thoroughly and contact the Country Heritage Park volunteer coordinator with any questions 905-878-8151 ext 10.

Purpose of Volunteer Guidelines and Code of Conduct Policies

These guidelines and policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement at CHP. They do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. CHP reserves the exclusive right to change any of these guidelines and policies at any time and to expect adherence to the changed policy.

Definition of a "Volunteer"

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of CHP. A "volunteer" must be officially accepted and enrolled by CHP prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employee" of CHP.

Liability

Volunteers are expected to understand the risks associated with volunteering. Further, volunteers hereby must waive any claims against, indemnify, and hold harmless CHP, its respective officers, directors, employees, sponsors, representatives and other volunteers from any and all liability, including attorney fees that may result from illness, personal injury, or property damage.

Discrimination

CHAS is committed to a policy of fair representation and will Not allow for discrimination on the basis of race, ethnicity, disability, gender, color, religion, sexual orientation, geography, or age. CHP will follow this policy with its volunteers. Volunteers are expected to adhere to these same standards in the course of their duties.

Service at the Discretion of the Organization

CHP accepts the service of all volunteers with the understanding that such service is at the sole discretion of the organization. Volunteers agree that CHP may at any time, for whatever reason decides to terminate the volunteer's relationship with the agency. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor and/or the Volunteer Coordinator.

Representing Country Heritage Park

Volunteers are asked to not contact organizations or individuals on behalf of the CHP. Prior to any action or statement that may significantly affect or obligate CHP; volunteers should seek prior consultations and approval from the 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 contacts, resources, finances, or other obligations.

Screening/Background Checks

Volunteers who wish to work with large sums of money youth or seniors, independent of CHP employees, are required to submit to a background check prior to becoming a volunteer at CHP.

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 member of staff, volunteer, client, other person, or CHP business. Failure to maintain confidentiality may result in termination of the volunteers: relationship with CHP.

Contacting Other Volunteers

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

Non-Compliance/Dismissal

Understand that failure to any part of this code will result in suspension from our volunteer duties and/or termination of our volunteer relationship with CHP. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the CEO.

As a Country Heritage Park Volunteer:

- I will conduct myself in a respectful manner, exhibit good conduct, and be a positive role model.
- I will display respect and courtesy for other employees, volunteers, program participants, visitors, clients, and property.
- I will provide a safe environment by not harming anyone in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- I will respect the privacy of persons served by the organization and hold in confidence sensitive, private, and personal information.
- I will keep Country Heritage Park staff informed of progress, concerns, and problems with the programs(s) in which I participate.
- I will work co-operatively as a team member with employees and other volunteers.
- I will keep personal opinions and actions separate from those made as a representative of this organization.
- I will avoid conduct, both on and off duty, which would jeopardize program effectiveness
- I will not use vulgar or inappropriate language.
- I will not solicit gratuities, gifts or bequest for personal or professional benefit.
- I will not use or be under the influence of alcohol or illegal drugs.
- I will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status or disability, or sexual orientation.