

Warriors Together Alumni Volunteer Code of Conduct

Policies and Procedures

These policies are written to provide overall guidance and direction to staff and volunteers engaged in the Warriors Together alumni volunteer program. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement.

The Office of Alumni and Donor Relations (OAR) reserves the exclusive right to change any of these policies at any time and expects adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the alumni volunteer program officer and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the alumni volunteer program officer.

Volunteer definition

A volunteer is anyone who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the Office of Alumni and Donor Relations. A volunteer must be officially accepted and enrolled by OAR prior to performance of a task. Unless specifically stated, volunteers shall not be considered employees of Wayne State University.

Screening/reference checks/training

For some tasks, you may be asked to describe in detail previous volunteer experiences and provide professional references. If such information is required, it will be outlined in the task description. You are expected to follow all directions provided if training is required for specific volunteer opportunities.

Contacting other volunteers

Occasionally, you will need to contact other volunteers regarding activities related to a given assignment. OAR expects all such communications among volunteers to follow general etiquette guidelines. OAR will not disclose your contact information to another volunteer without the expressed consent of all parties involved. You are encouraged to use common courtesy when communicating with other volunteers and the general public. You should not reveal anything about yourself that you would not be comfortable revealing to a stranger.

Inappropriate communications

If at any point you receive any communication that you feel is inappropriate, for any reason, and you believe you have received it in conjunction with your involvement in a volunteer assignment, please forward an email and other details about the incident to the alumni volunteer program officer.

Service at the discretion of Wayne State University

Volunteers who do not adhere to the rules and procedures of this code of conduct or who fail to satisfactorily perform their volunteer assignment are subject to dismissal from the program. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Possible grounds for dismissal include but are not limited to: gross misconduct or insubordination; theft of property or misuse of agency materials; abuse or mistreatment of clients, staff or other volunteers; failure to abide by policies and procedures listed in this document; or failure to satisfactorily perform assigned duties.

Ending your volunteer role

You can terminate your involvement with the program upon completion of any volunteer assignment, or when you are not currently engaged in an assignment. You may remain on the list of program

participants as long as you wish, regardless of how frequently you choose to volunteer. Unsubscribing to volunteer requests, however, means you are no longer interested in volunteering with OAR; If you unsubscribe, you are expected to notify the alumni volunteer program officer and provide a brief explanation why.

Upon termination of service, you will promptly return all documents (electronic and hard-copy), reference materials and other property not already on file with OAR. This does not absolve you from the continuing obligations of confidentiality with respect to the information acquired as a consequence of your time as a volunteer.

Confidentiality

You are responsible for maintaining the confidentiality of all proprietary or privileged information to which you are exposed while serving as a volunteer, whether this information involves a single staff member, volunteer, client or other individual, or involves overall university business. Failure to maintain confidentiality may result in termination of your relationship with OAR or other corrective action.

Expectations

OAR is expected to ensure that you:

- Learn about the organization and its volunteer policies
- Receive an orientation and training for your volunteer role
- Receive guidance and support in your volunteer role
- Conduct meaningful and satisfying work.

Responsibilities

As a volunteer, you have the responsibility to:

- Be punctual for your volunteer duty or shift
- Be reliable and responsible
- Communicate any issues or concerns likely to affect your volunteer duties
- Receive accurate information about the agency
- Accept guidance from the alumni volunteer program officer or supervisor
- Be willing to learn and participate in orientation, training programs and meetings
- Be safe on the job
- Have choices and feel comfortable about saying "no"
- Receive recognition for your contribution

Volunteer name (please print)

Volunteer signature

Date

Alumni volunteer program officer