

Volunteer Code of Conduct

Volunteers like you represent Habitat for Humanity of Kent County! All volunteers of Habitat Kent must comply with the following code of conduct as outlined below at ALL Habitat Kent sites including construction, ReStores, warehouse, and material recovery program. This code of conduct must be followed in addition to compliance with local laws, regulations, and other policies.

- 1. Promote a respectful community** by treating all volunteers, employees and community members with respect, dignity, and courtesy.
- 2. Avoid the use of offensive or otherwise insensitive language** and refrain from engaging in emotional or physical intimidation.
- 3. Respect the confidentiality and dignity** of all Habitat Kent beneficiaries, volunteers, and staff. Request permission prior to posting information on social media and avoid the use of personal information.
- 4. Respect the human rights** of all people and protect beneficiaries and community members from exploitation and abuse.
- 5. Prioritize site safety.** Follow the instruction of staff and avoid any activities that pose a risk to yourself or others.
 - Promptly report any unsafe working conditions to the onsite supervisor or the Volunteer Services department at Habitat Kent.
- 6. Uphold a zero-tolerance policy for alcohol, drugs, and weapons.** The purchase or possession of drugs, weapons, and alcohol is strictly prohibited on Habitat Kent property and volunteer sites. All Habitat Kent properties are smoke-free.
- 7. Do not to exchange gifts** with Habitat beneficiaries, staff members or community members without consulting Habitat Kent leadership.
- 8. Protect all ministry assets** by using care with Habitat Kent tools, buildings, and other resources.
- 9. Speak up!** If you “see something, say something.” If you become aware of misconduct, share your concerns with Habitat Kent staff or report anonymously at [MySafeWorkplace.com](https://www.mysafeworkplace.com).
- 10. Habitat Kent has the right to release volunteers** from service with Habitat Kent at its discretion if this code of conduct or any organizational policies are not followed.