



St. Croix Valley Habitat for Humanity
749 Ryan Drive, Hudson WI 54016
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www.scvhhabitat.org

St. Croix Valley Habitat for Humanity Volunteer Code of Conduct

This Volunteer Code of Conduct was developed to help form expectations for volunteers interacting with Habitat for Humanity entities, Habitat staff, other volunteers and with Habitat families, partners, and beneficiaries.

A Habitat for Humanity volunteer refers to an individual who does *"unpaid non-compulsory work, that is, time individuals give without pay to activities performed either through an organization directly for others outside their own household."*

Becoming a Habitat volunteer comes with great rewards and responsibilities. Volunteers like you are representatives of Habitat for Humanity and its ministry. When you accept a volunteer role with Habitat for Humanity, 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 for Humanity policies, all volunteers are expected to follow the volunteer code of conduct outlined below.

1. **Promote a respectful community:** Treat all volunteers, employees 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 a Habitat program staff member or supervising volunteer. Use of social media should be governed by the principles of respecting and protecting vulnerable populations while preserving their dignity and privacy. You are discouraged from posting anything on social media that permits beneficiaries from being identified and/or traced.
2. **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 Habitat for Humanity International Safeguarding Policy which protects staff, beneficiaries, and community members (especially vulnerable adults and children) from exploitation and abuse. Inappropriate physical or sexual relationships with other volunteers is prohibited. Under no circumstances, may volunteers engage in sexual activity with a child (a person under the age of 18, regardless of the legal age of consent and local laws), any Habitat staff or beneficiaries, or any community members. This includes not procuring commercial sex acts, even where such activities are permitted by local laws.
3. **Prioritize site safety:** Safety rules and guidelines on the volunteer site 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.
4. **Uphold a zero-tolerance policy for alcohol, drugs, and weapons:** The purchase or possession of drugs or weapons is strictly prohibited on Habitat for Humanity property and volunteer sites. The purchase or possession of alcohol is also strictly prohibited on Habitat for Humanity volunteer sites, even if permitted by local laws or by the laws of the volunteer's home country.
5. **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. Volunteers may speak with a staff member about appropriate ways to exchange gifts and our staff is happy to suggest gifts that will benefit the entire community.
6. **Protect ministry assets:** Use reasonable care to protect all Habitat for Humanity resources. Stealing, misappropriation or diversion of Habitat for Humanity funds, property, or other assets for personal benefit is not permitted, nor is otherwise engaging in fraudulent activity regarding Habitat for Humanity's assets, operations, or beneficiaries.
7. **Maintain confidentiality:** Build trust with other volunteers and Habitat for Humanity by respecting the confidentiality of volunteers, staff, Habitat beneficiaries, and community members. Unless you receive prior

written approval from HFHI, you will not disclose confidential HFHI information or confidential information given to you by others.

8. **Speak up:** Habitat for Humanity 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. You can also anonymously report potential misconduct by reporting a claim to the confidential [Habitat Ethics and Accountability Line](#).

By signing a waiver to volunteer with St. Croix Valley Habitat for Humanity, you:

- agree to be guided by this volunteer code of conduct.
- agree to safeguard the rights and dignities of all people you encounter during your volunteer service with Habitat for Humanity.
- understand that you have a responsibility to report any potential misconduct to an appropriate Habitat for Humanity staff member, or through [the Habitat Ethics and Accountability Line](#).
- understand that Habitat for Humanity has the right to release you from your volunteer position at its discretion. You also understand that you are responsible for any costs that you may incur due to a violation of the code of conduct.

St. Croix Valley Habitat for Humanity Contact Information

Please direct any questions related directly to this volunteer Code of Conduct to:

Kristie Smith – Executive Director
Office: (715) 575-8739
executivedirector@scvhabitat.org

The need for housing does not discriminate.

At St. Croix Valley Habitat for Humanity, an inclusive culture that encourages openness, acceptance and individual authenticity is at the foundation of the work we do together with our homeowner partners, volunteers, staff, board, and communities.

Equitable opportunity and service is at the heart of our mission. As stewards of Pierce and St. Croix Counties, we envision and work toward a diverse workplace and community that celebrates all races, ages, ethnicities, genders, sexual orientations and physical or mental abilities. Everyone is welcome and everyone should be comfortable being their authentic selves each day.

Updated 11/22/2022