



This Code of Conduct is designed to provide all Society volunteers with a set of principles and expectations for appropriate conduct and behavior.

All volunteers shall abide by and conform to these professional standards:

1. Volunteers shall act honestly and ethically while in the performance of their volunteer duties.
2. Volunteers shall treat all friends in transition, volunteers, and community members with respect, courtesy, and dignity.
3. Volunteers shall not discriminate and shall be respectful of ethnic, national, and cultural differences.
4. Volunteers shall not harass, bully, or mistreat staff or other volunteers.
5. Volunteers shall obey all applicable local, state, and federal laws, while acting on behalf of HUBM, including all laws and regulations that govern appropriate conduct in the workplace.
6. Volunteers shall deter wrongdoing and ensure accountability for adherence to the Code of Conduct.
7. Volunteers shall assist and cooperate with all HUBM conduct investigations.
8. Volunteers shall report violations or suspected violations of the Code of Conduct. Violations should be reported to the assigned staff partner, their manager, or **blessings@hubm.org**.
9. Volunteers shall seek assistance if they have questions about any volunteer guidelines, including the Code of Conduct. If a staff member or volunteer has any questions or concerns about the code of conduct or wishes to file a formal complaint, they may contact **blessings@hubm.org**, their local staff partner, and/or the leader of the activity.

Adherence to Policies

HUBM develops policies, procedures, and guidelines with input from both staff and volunteers and with consultation from legal, finance, and risk management experts; our policies, procedures, and guidelines are updated regularly as new situations emerge. Both volunteers and staff are expected to comply with HUBM policies including those described in this document. Failure to comply may be grounds for disqualification and/or removal.

Good Stewardship

Serving in a volunteer position requires good judgment and management of reasonable risks. All volunteers will be given a general company orientation and a specific training to understand and manage the risks in carrying out their specific jobs. Volunteers will be required to comply with company policy and to conduct HUBM business at the direction of HUBM and within the scope of their duties as a volunteer. This will help minimize the risk of liability to HUBM and reduce the risk of injury (physical or economic) to the volunteer and the people the volunteer associates with or tries to help.

Attendance and Punctuality

HUBM requests volunteers and staff be reliable and punctual in reporting for scheduled volunteer activities. While HUBM will attempt to be flexible in all cases, volunteers are expected to notify a staff member if they will be absent or late, so arrangements can be made for handling their responsibilities.

Bullying

Bullying may rise to the level of harassment and is therefore prohibited. Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates, or humiliates people, either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. Some examples of bullying behavior include but are not limited to: abusive and offensive language, insults, teasing, and spreading rumors. It can also include a manipulation of the work environment or psychological manipulation.

Compliance

Volunteers may be asked to complete paperwork, provide updated information (including proof of insurance), or complete a criminal background check for certain volunteer roles. Failure to complete these requirements may disqualify a volunteer from serving in a particular role. If appropriate based on the circumstances, volunteers who are disqualified for a volunteer role may have the option to explore other volunteer opportunities with their staff partner or the Volunteer Support Team.

Term of disqualification and/or removal

HUBM is committed to providing a safe and healthy environment for both staff and volunteers. Volunteers who do not comply with the Mutual Code of Conduct may be subject to disciplinary action, including and up to disqualification and/or removal.

I have read the volunteer Code of Conduct and agree to follow the HUBM Standards of Volunteering.

Volunteer Name _____ Date _____

Signature: _____