

# Volunteer Code of Conduct



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 to be identified 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 members, beneficiaries and community members (especially vulnerable adults and children) from exploitation and abuse. Inappropriate physical or sexual relationships with other volunteers are prohibited. Under no circumstances may volunteers engage in sexual activity with a child (a person younger than 18, regardless of the legal age of consent and local laws), any Habitat staff member or beneficiary, or any community member. 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. They must be followed. Activities that pose a safety risk to yourself or others should be avoided. Report any unsafe working conditions to the on-site 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 the Habitat staff. Volunteers may speak with a staff member about appropriate ways to exchange gifts; 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 and diversion of Habitat for Humanity funds, property or other assets for personal benefit are 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 members, Habitat beneficiaries and community members. Unless you receive prior written approval from Habitat for Humanity International, you will not disclose confidential Habitat 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 member or supervising volunteer. You also can anonymously report potential misconduct through [MySafeWorkPlace.com](https://www.mysafeworkplace.com).