



Habitat's Volunteer Code of Conduct

an overview of key principles
volunteers commit to uphold

Defining a Code of Conduct

A set of principles and expectations for how volunteers operate that includes guidance on:



Volunteer relationships,
behaviors and communications

&



Governing policies and laws
for volunteer activity

Why Implement a Code of Conduct?

- The code is a tool for understanding and upholding culturally acceptable, safe and respectful standards across communities.
- Recognizing the global reach of Habitat for Humanity's work, the code incorporates international humanitarian standards.
- The Universal Declaration of Human Rights can be found online: <http://www.un.org/en/universal-declaration-human-rights/>
- The code ensures volunteers start with a common understanding of volunteer standards.
- Having a code protects you as a volunteer and safeguards Habitat for Humanity partners and beneficiaries.
- Consider the code a supplement to local laws and Habitat for Humanity rules or program-specific policies.



**Thank you for
volunteering
with us!**

Habitat's Mission & Vision

mission



Habitat envisions a world where everyone has a decent place to live.

Habitat's Commitment to You

- Habitat for Humanity International has adopted the standards established by the United Nations to respect the human rights of all people and especially beneficiaries and children.
- We welcome volunteers and supporters from all backgrounds.



Habitat Volunteers!

Your Commitment To Habitat

- Becoming a Habitat volunteer comes with great rewards and responsibilities.
- Volunteers represent Habitat for Humanity and your actions reflect both on you and on Habitat for Humanity.



Principle 1: Respect

- Promote a respectful community.
- Treat all volunteers, employees and community members with respect, courtesy and dignity.
- Avoid insensitive or offensive language.
- Refrain from engaging in physical or emotional violence toward others.
- Make efforts to understand and honor the local culture.
- Follow all rules and policies set forth by a staff member or supervising volunteer.
- Using offensive language or behavior may be grounds for disciplinary action.



Principle 2: Prioritize Safety

- Follow the instructions of team leaders & host programs.
- Observe safe work habits & be aware of the safety of others.
- Let host programs help you navigate a new setting.
- Team leaders receive more training and may spot safety issues other volunteers would not see.
- View volunteer leaders as having the same authority as staff when staff are not present.
- Consider safety at construction sites AND at the office, ReStore, Habitat events, and repair projects.



Lessons from Master Safety Trainers

- Safety rules/guidelines are designed to keep everyone safe and must be followed.
- Some best practices used by Habitat for Humanity are:
 - Offering volunteer orientations that include a safety briefing,
 - Posting safety rules in visible places or having pocket-sized guides,
 - Asking volunteers to keep on hard hats at all times on a build site.
- Activities posing safety risks to you/others should be avoided.
- Report unsafe conditions to the onsite supervisor.



Ken Krueger and Anne Christman,
Habitat Master Safety Trainers
and R.V. Care-A-Vanner Volunteers

Principle 3: A Zero-Tolerance Approach

- The purchase or possession of alcohol, illegal drugs or weapons is strictly prohibited on Habitat for Humanity property and volunteer sites.
- Even if permitted by local laws or by the laws of the volunteer's home country, this zero-tolerance policy still should be upheld.



NO ALCOHOL



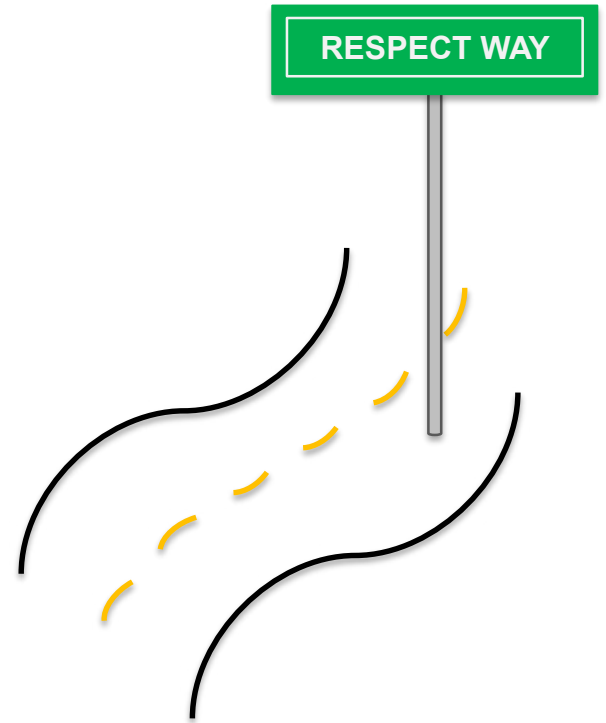
NO DRUGS



NO WEAPONS

Principle 4: Model Respectful Behavior

- Model behavior that respects the human rights of all people and protects beneficiaries and children from exploitation and abuse.
- Avoid inappropriate physical or sexual relationships with other volunteers, staff and community members.
- At no time may volunteers engage in sexual activity with any Habitat beneficiaries or with a child (a person under the age of 18 regardless of the legal age of consent).



Principle 5: Follow Gift-Giving Guidance

- Please do not exchange gifts with Habitat beneficiaries, staff or community members without first consulting with Habitat staff.
- This helps avoid potential misunderstandings, embarrassment, injured feelings or jealousy.
- Our staff are happy to suggest gifts that will benefit the entire community.



Principle 6: Protect & Safeguard Assets

- Use reasonable care to protect and safeguard Habitat for Humanity assets.
- Stealing, misappropriation or diversion of Habitat for Humanity funds, property, or other assets for personal benefit is not permitted.
- Engaging in fraudulent activity regarding Habitat for Humanity's assets, operations, or beneficiaries is also not permitted.



Principle 7: Maintain Confidentiality

- Maintain and respect the confidentiality of volunteers, staff, Habitat beneficiaries and community members.
- Unless you receive prior written approval from Habitat for Humanity International (HFHI), do not disclose confidential HFHI information or confidential information given to you by others or your by your local Habitat.



Notes on Applying the Code of Conduct

- A printable code of conduct that includes a space for your signature can be accessed from your volunteer coordinator or volunteer team leader.
- Signing the code indicates you have read, understood and agree to be guided by it. All minor volunteers must also have their code signed by a parent or guardian.
- Violations of this code can be shared anonymously on www.mysafeworkplace.com.
- Your Habitat affiliate or Habitat for Humanity International has the right to release or dismiss volunteers at its discretion.
- Volunteers are responsible for any costs that may be incurred due to a violation of the code of conduct.
- Interested in earning a certificate of completion? Ask your volunteer coordinator to take a 10-question assessment to demonstrate your comprehension.

Thank you!

Have questions or feedback?

Email Habitat for Humanity International's

Volunteer Resource Center

at volunteer@habitat.org.