



Better Basics
1231 Second Avenue South
Birmingham, AL 35233
(205) 944-2928
www.betterbasics.org

BETTER BASICS VOLUNTEER CODE OF CONDUCT

Our Mission: To make a positive difference in the lives of children and their families by advancing literacy through enrichment and intervention programs.

The purpose of this code of conduct is to safeguard the well-being of every person served through Better Basics, as well as that of its volunteers. Volunteers of Better Basics have an obligation to act in good faith to uphold the standards articulated in this code of conduct. We recognize that to act in "bad faith", or to fail to act as described in the policy, may jeopardize our clients, our co-workers and our agency.

1. *Confidentiality:* Volunteers will not discuss the names, background information or other identifying information of children or families served with anyone outside of the volunteer's immediate assignment. All student education records (including academic, demographic and contact information) are considered confidential and should be protected according to the Family Educational Rights and Privacy Act.
2. *Limited Scope of Work:* Volunteers will act within the boundaries of their duties and training. They may not misrepresent themselves nor their training to any person served by Better Basics.
3. *Non-Discrimination:* Volunteers must respect the dignity and worth of all persons and act without regard to race, color, creed, religion, sex, sexual orientation, national origin, citizenship, genetic information, military service connection, disability, age or any other unlawful basis.
4. *Abuse:* Abusive behavior, including verbal abuse, must never be used by a volunteer with any person for any reason while volunteering with Better Basics. Harassment of any kind will not be tolerated. Volunteers shall never be in an unsupervised one-on-one environment with any child at any time. Volunteers of Better Basics are considered mandatory reporters of child abuse and neglect and are required to make an oral report, followed by a written report, to the presiding county's Department of Human Resources when there is a reasonable suspicion of child abuse or neglect.
5. *Relationships:* Volunteers will not abuse the power differences inherent in the relationships with any child or family being served. Volunteers will not establish relationships with participants beyond what is expected during the volunteer experience. Volunteers will not give or receive personal favors nor will they share home or cell phone information with those being served. Volunteers will not engage with participants using social media, including "friending" participants on Facebook or connecting through other forms of social media. They will not lend, borrow or accept money from participants under any circumstances.
6. *Photos of Participants:* Volunteers will consult with the Better Basics Communications Coordinator prior to using any photo of program participants. Volunteers will not share, distribute or post to social media any identifiable photos of participants. Volunteers will abide by all guidelines for photo/video of participants to ensure confidentiality.
7. *Youth Volunteers:* If programmatic needs warrant, youth under the age of 19 may be permitted to volunteer provided they are supervised by a responsible adult volunteer.
8. *Inappropriate Substances and Weapons:* Volunteers are prohibited from working under the influence of alcohol or any substance that may have an adverse effect on their behavior or ability to perform their assignment. Smoking and the use of alcohol or illegal drugs are forbidden on the Better Basics premises and any school/agency location for volunteer assignment. Volunteers shall abide by the Gun-Free/Tobacco Free rules of every campus they enter.
9. *Better Basics Property:* Better Basics property, including donations and purchases, are to be used for the program for which they have been designated. Volunteers are granted access to materials and equipment for program purposes but may not take or claim any Better Basics property at any time.
10. *Appropriate Attire:* Volunteers are expected to use good judgment in matters of dress. "Business casual" to "casual" attire that is neat and modest should be worn at all times.

My signature indicates that I have read, understand and agree to abide by the Better Basics Volunteer Code of Conduct. I am aware that any breach of this code could result in my dismissal as a volunteer with this organization.

Signature: _____ Date: _____

Printed Name: _____