

PWA Volunteer Code of Conduct

Confidentiality Policy

In the course of your involvement with the Toronto People With AIDS Foundation, (PWA) you may learn certain facts about volunteers, employees or clients, which are of a personal or confidential nature. Examples of such information include health status, phone numbers, address, sexual orientation and personal relations. All such information is to be considered confidential and is to be treated accordingly. Discussing a client's relationship and/or connection with PWA while you are out in the community is a breach of confidentiality.

I understand that all information of a personal nature, concerning clients, employees and volunteers, associated with PWA, is considered confidential. I agree that I will not disclose any such information to any person without the express written permission of the individual involved and the authorization of the Executive Director to release the information. I have read and understand PWA's policy respecting the confidentiality of client information and will abide by that policy.

Non-Discrimination/Equity

I will neither practice nor tolerate discrimination or harassment against any staff member, volunteer or client on the basis of race, creed, color, place of origin, ethnic origin, ancestry, citizenship, political or religious affiliation, gender, sexual orientation, age, marital status, HIV status, economic status or sexual identity.

Conflict of Interest

I agree to declare, in writing, any potential conflict of interest (i.e. sexual relationship with a staff or Board member) with the department coordinator or department supervisor. A conflict of interest occurs when an individual is involved in multiple interests, one of which could *possibly* corrupt the motivation for an act in the other. Volunteers are not to allow their outside activities and interests to come into play with their volunteer work or our clients.

Alcohol/Drug Use

I understand that being under the influence of alcohol or recreational drugs may interfere with my ability to volunteer at PWA. I therefore agree not to perform my duties while under the influence of alcohol/drugs including medicinal marijuana. If I am taking any medications/drugs (prescribed or otherwise) that may have an impact on my ability to volunteer I will discuss the matter with my immediate supervisor. If your supervisor suspects you are under the influence of a substance and/or there are obvious signs of intoxication you may be sent home, without consequence, for the remainder of your shift. Your safety and the safety of those around you is paramount and any form of intoxication may put you and others unknowingly at risk.

Punctuality / Attendance

I understand that my services as a volunteer are integral to the operations of PWA. I agree to be on time for all commitments that I make to PWA. Should I have any difficulties in keeping my commitment, I will notify my supervisor as soon as reasonably possible.

Personal Hygiene

Throughout society today, it is very important that individuals understand the importance of personal hygiene. PWA believes that personal hygiene has an important role to play in a person's development of self worth, interpersonal relationships, and attitudes towards society. It is important that individuals develop positive attitudes towards hygiene throughout their volunteer work so that they are able to interact with others to their maximum potential.

Rights and Responsibilities

Everyone who comes into contact with PWA is bound by the rights and responsibilities document; it is about creating a welcoming culture of mutual respect. I have read and understand PWA's rights & responsibilities document and will abide by it.

PWA Mission & Strategic Directions

It is important that we align our performance as board, staff and volunteers with PWA's Mission and Strategic Directions. I have read and understand PWA's Mission and Strategic Directions.

Scent-Free Environment

We want to create an environment where everyone can participate and enjoy PWA's programs and services, meetings and other events. In order to make that happen we ask that everyone refrain from using scented products during all of PWA's events and activities.

Non-Compliance

I understand that failure to adhere to any and all parts of this Code of Conduct may result in suspension or termination of my volunteer duties with PWA.

Signature

Print Name

Date