

# Friends of the Farm Volunteer Code of Conduct



## **PERSONAL GAINS**

Volunteers must not use their status as a FCEF volunteer to obtain personal gain from those doing or seeking to do business with the FCEF. Additionally, volunteers should neither seek nor accept gifts, payments, services, fees, special valuable privileges, pleasure or vacation trips, accommodations or loans from any person (except in the case of loans, from persons in the business of lending and then only on conventional terms) or from any organization or group that does, or is seeking to do business with the FCEF.

## **CONFLICT OF INTEREST**

Volunteers must avoid all situations in which their personal interests conflict or might conflict with duties to the FCEF (for example, if you or your spouse provides a service and you are involved in the selection of suppliers of that same service for the FCEF). Volunteers shall, at the first opportunity, disclose any conflict of interest. The nature of this reported conflict must be noted in appropriate official records of the FCEF, such as meeting minutes.

## **CONFIDENTIALITY**

At all times, the privacy and dignity of clients, donors, volunteers and staff will be respected. Volunteers have access to information and documents relating to clients, donors, volunteers and staff that are private and confidential in nature; reasonable care and caution will be exercised to protect and maintain total confidentiality. Volunteers will not read records or discuss such information unless there is a legitimate purpose. All client, donor, volunteer and staff records are the property of the FCEF and are kept in a secure location at the office.

## **PRIVILEGED INFORMATION**

Volunteers must not use for their own purposes, including financial gain, or disclose for the use of others, information obtained as a result of their role with the FCEF (for example, lists of sponsors or suppliers). This applies both during and after the period in which the individual is a FCEF volunteer.

## **INTELLECTUAL PROPERTY**

Any intellectual property developed by a volunteer in the course of his or her role with the FCEF (for example, guidebooks, training resources, promotional materials) is the property of the FCEF.

## **RESPECTFUL CONDUCT**

Volunteers must treat with respect all clients, staff, and fellow volunteers with whom they interact while conducting FCEF business. Harassment, discrimination or other behaviours that compromise the dignity and self-worth of others cannot be tolerated, and will be addressed promptly, in confidence, and in accordance with standards of due process developed by the FCEF. The FCEF expects all staff and volunteers to abide by Human Rights codes.

## **FINANCIAL MATTERS**

Volunteers will be diligent in ensuring that any financial transactions or records for which they are responsible will be handled appropriately and according to FCEF procedures.

*Approved by Friends of the Central Experimental Farm Board of Directors February 19, 2014*