



## Standards of Conduct for Volunteers

Volunteers are expected to observe standards of conduct. The foundation of the standards listed below is based on City of Austin policies and procedures, administrative bulletins and ethical standards set by the Integrity Office.

### Initials

- \_\_\_\_\_ 1. Shelter Management is responsible for maintaining a professional environment free of intimidation, sexual harassment, and discrimination. Volunteers should promptly report incidents to the volunteer coordinator, supervisor-on-duty or the Chief Animal Services Officer.
- \_\_\_\_\_ 2. Volunteers will not act in a manner that violates City of Austin policies and procedures. Volunteers should avoid behaving in a way that distract other volunteers/employees or disrupts the workplace or interact in a manner that interferes with proper performance of duties, operations, or program goals/objectives.
- \_\_\_\_\_ 3. Volunteers are individually responsible for conducting themselves in a professional/ethical manner and for treating clients, peers, employees, management, vendors, contractors, and any other people the volunteer meets in the course of their volunteer experience with courtesy, respect and dignity.
- \_\_\_\_\_ 4. Volunteers will not steal, sell, willfully or negligently damage, destroy, misuse, lose or have unauthorized possession of owned or leased City of Austin property or use any City of Austin property, services or information in an unauthorized manner.
- \_\_\_\_\_ 5. Volunteers are prohibited from using City facilities, equipment, supplies or any other City resource for personal use, except to the extent those resources are available to the public.
- \_\_\_\_\_ 6. Volunteers will not destroy, falsify or cause another to falsify, remove, steal, conceal or otherwise misuse City information (including documents and oral information) or property.
- \_\_\_\_\_ 7. Volunteers will demonstrate cultural competency and respect for all members of the community, regardless of ethnicity, age, gender, sexual orientation, or creed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_