



We build strength, stability,
self-reliance and shelter.

Dear Volunteer,

Habitat for Humanity's Mission Statement announces our intention to bring people together to build homes, communities and hope. In this effort, there is an exciting array of national and international volunteer opportunities available, and we are thrilled that you have committed your time and resources to be part of this effort.

Habitat for Humanity's Code of Conduct for volunteers serves as a promise made by all volunteers to undertake our work with the highest level of integrity, while being aware of how our behavior affects others. As volunteers, our conduct in the matters addressed in this agreement directly impacts our ability to unite people in our mission.

Although this agreement may include some topics that seem like "common sense" or address things that are not appropriate in your culture, it is intended to help people with diverse backgrounds start from a common understanding and make clear in writing the standard of behavior that is expected from all Habitat for Humanity volunteers. The Code of Conduct also outlines the safeguards that are in place for behavior that is not tolerated and provides a reporting mechanism for any violations. It protects you as a volunteer, as well as the partners and beneficiaries with whom Habitat works.

Each of us is responsible for knowing and abiding by this Code of Conduct and by the laws, regulations and policies that apply to our work. It is intended set expectations prior to volunteering and to make it easier to choose appropriate actions during your volunteer experience.

People who find themselves unable to sign the Volunteer Code of Conduct will not be able to volunteer.

It takes thousands of volunteer service hours each year for Habitat for Humanity of Eastern Connecticut to deliver our mission through building safe, affordable homes. Thank you for joining forces with us to advocate for affordable mortgages and equal access to safe housing in our local communities.

Thank you for your service, and welcome to Habitat.

Habitat for Humanity of Eastern Connecticut Volunteer Code of Conduct

Becoming a Habitat volunteer comes with great rewards and responsibilities. Volunteers like you are representatives of Habitat for Humanity of Eastern Connecticut and its ministry. When you accept a volunteer role with Habitat for Humanity, you are committing to act in a way that promotes Habitat's mission, respects the local community, and ensures the safety of all participants. In addition to complying with all laws, regulations and Habitat for Humanity of Eastern Connecticut policies, all volunteers are expected to follow the volunteer code of conduct outlined below.

1. **Promote a respectful community:** Treat all volunteers, employees and community members with respect, courtesy, and dignity. This includes avoiding the use of humiliating, demeaning, offensive, or otherwise insensitive language that fails to respect the dignity of the person. Volunteers are also expected to refrain from engaging in intimidation, physical, sexual, and/or emotional violence toward others. Help promote a welcoming, respectful environment by making efforts to understand and honor the local culture and by following all rules and policies set forth by a Habitat program staff member or supervising volunteer. Use of social media should be governed by the principles of respecting and protecting vulnerable populations while preserving their dignity and privacy. You are discouraged from posting anything on social media that permits beneficiaries from being identified and/or traced.
2. **Respect the human rights of all people and protect beneficiaries and community members from exploitation and abuse.** All Habitat volunteers must model behavior consistent with the Habitat for Humanity of Eastern Connecticut International Safeguarding Policy which protects staff, beneficiaries, and community members (especially vulnerable adults and children) from exploitation and abuse. Inappropriate physical or sexual relationships with other volunteers are prohibited. Under no circumstances may volunteers engage in sexual activity with a child (a person under the age of 18, regardless of the legal age of consent and local laws), any Habitat staff or beneficiaries, or any community members. This includes not procuring commercial sex acts, even where such activities are permitted by local laws.
3. **No smoking policy:** Smoking of any kind may only be conducted at designated spaces during designated breaks. This applies to all tobacco and non-tobacco products. Please speak to your supervisor to determine where and when breaks may be taken during your shift. You must clock out and clock back in when you return from the break.
4. **Prioritize site safety:** Safety rules and guidelines on the volunteer site have been created to keep you and others safe as you volunteer and must be followed. Activities that pose a safety risk to yourself or others should be avoided. Report any unsafe working conditions to the onsite supervisor.
5. **Uphold a zero-tolerance policy for alcohol, drugs, and weapons:** The purchase or possession of drugs or weapons is strictly prohibited on Habitat for Humanity of Eastern Connecticut property and volunteer sites. The purchase or possession of alcohol is also strictly prohibited on Habitat for Humanity of Eastern Connecticut volunteer sites, even if permitted by local laws or by the laws of the volunteer's home country.
6. **Follow the gift giving policy:** To avoid potential misunderstandings, embarrassment, injured feelings or jealousy, volunteers are asked not to exchange gifts with Habitat beneficiaries, staff members or community members without consulting Habitat staff.

Volunteers may speak with a staff member about appropriate ways to exchange gifts and our staff is happy to suggest gifts that will benefit the entire community.

7. **Protect ministry assets:** Use reasonable care to protect all Habitat for Humanity of Eastern Connecticut resources. Stealing, misappropriation or diversion of Habitat for Humanity of Eastern Connecticut funds, property, or other assets for personal benefit is not permitted, nor is otherwise engaging in fraudulent activity regarding Habitat for Humanity's assets, operations, or beneficiaries.
8. **Maintain confidentiality:** Build trust with other volunteers and Habitat for Humanity of Eastern Connecticut by respecting the confidentiality of volunteers, staff, Habitat beneficiaries, and community members. Unless you receive prior written approval from HFHI, you will not disclose confidential HFHI information or confidential information given to you by others.
9. **Speak up!:** Habitat for Humanity of Eastern Connecticut embraces a "see something, say something" culture. If you become aware of potential misconduct, help reinforce our culture of courage and accountability by sharing your concerns with an appropriate Habitat staff or supervising volunteer. You can also anonymously report potential misconduct through [MySafeWorkplace.com](https://www.mysafeworkplace.com).

By signing below:

- I acknowledge that I have read, understand, and agree to be guided by this volunteer code of conduct.
- I commit to helping to safeguard the rights and dignities of all people I encounter during my volunteer service with Habitat.
- I understand that I have a responsibility to report any potential misconduct to an appropriate Habitat staff or through [MySafeWorkplace.com](https://www.mysafeworkplace.com).
- I understand that HFHECT has the right to release me from my volunteer position at its discretion. I also understand that I am responsible for any costs that I may incur due to a violation of the code of conduct.

For documentation of hours worked:

- I understand that if I am unable to clock in or out, those shift hours may not count towards the total number of hours worked unless I seek the assistance of a Habitat supervisor to document the hours worked before I leave. I understand that hours may not be corrected or reflected in the system after the date they are worked and without the immediate help of a Habitat supervisor.

Signed: _____ Date: _____

Name: _____

If a minor volunteer:

Signature of parent or guardian: _____ Date: _____

Name of parent or guardian: _____