

# Code of Conduct Template – Volunteers

## Chinook Aquatic Club

This Workplace Code of Conduct (“Code”) establishes the principles and expectations for professional conduct and ethical behavior for all Volunteers of Chinook Aquatic Club. By adhering to this Code, we foster a positive, inclusive, and respectful work environment that aligns with our core values and organizational objectives.

### 1. Scope and applicability

This Code applies to all employees of Chinook Aquatic Club, regardless of their position or location.

Volunteers and board members are also expected to adhere to this Code while working for or on behalf of the club and or non-profit organization.

### 2. Core values and principles

Chinook Aquatic Club fosters a space for all members to feel a part of a community that represents inclusion, equality, diversity, and belonging. This document serves as both a compliance and an agreement that all representatives of the Board act for the betterment of parents, swimmers, and coaches, while not compromising the core values of the club.

The Volunteer serves as an individual that welcome all conversations – public and private – and respect the anonymity and sensitivities to any conversations, text messaging, or emails received.

Lastly, the Volunteer is to act for all. The Volunteer represents the commitment of contributing and participating in building a strong and viable club for swimmers, families, and coaches. They act in a justified manner to protect the mental, physical, and emotional state of each swimmer, family, and coach. The Volunteer commits to providing positive space for all races, genders, identifications/classifications, religions, and other means in which members (family and swimmer) and coaches to participate in our community – equally and fairly.

### 3. Professionalism

Volunteers are expected to always conduct themselves in a professional manner. This includes punctuality, reliability, and commitment to delivering high-quality work as it relates to practices, team meetings, team events, and swim meets.

### 4. Respect and Inclusion

We value diversity and are committed to fostering an inclusive environment where all Volunteers, coaches, families, and swimmers feel valued and respected.

Harassment (of any kind), discrimination, or any form of bullying will not be tolerated. Such actions will be documented, reviewed, and addressed promptly upon incident.

## 5. Integrity and Ethics

Volunteers must act with integrity and uphold the highest ethical standards in all professional interactions amongst volunteers, families, coaches, and swimmers.

This includes avoiding conflicts of interest and acting in the best interests of the club. This includes the following:

1. Discussion of Club Strategies/Financials/business information amongst the following:
  - a. Volunteer to Member/Family – this can include Volunteer’s family.
  - b. Volunteer to Volunteer
  - c. Volunteer to Coach
  - d. Volunteer to Swimmer
  - e. Volunteer to Competing Club
2. Engaging In Relationships That Can Compromise Club Culture/Practices/Ethics/Safety
  - a. Sponsored or Incentive Relationships with Businesses or Relationships for Profit Gain
  - b. Volunteer to Volunteer Inappropriate Relationships
  - c. Volunteer to Coach Inappropriate Relationships
  - d. Volunteer to Family Relationship that might not reflect DEI and fairness practices
  - e. Volunteer to Volunteer Engagement
  - f. Volunteer to Swimmer Inappropriate Relationships
  - g. Volunteer to Competing Club Information Sharing

Violations of such standards will result in consultation, review, and possible release of the volunteer role.

## 6. Dress code

Volunteers are expected to dress in a manner that is appropriate for their role and the work environment. Meets specifically should warrant a name tag, appropriate casual wear/club apparel.

## 7. Technology and social media usage

Club technology and social media should be used responsibly and in accordance with club policies.

Confidential information must not be shared online or through social media platforms.

## 8. Health and safety

Volunteers must comply with all health and safety regulations and report any hazards or unsafe conditions.

A commitment to maintaining a safe and healthy work environment is the responsibility of every Volunteer.

## 9. Conflict resolution

Any workplace conflicts should be resolved in a professional and respectful manner.

Volunteers are encouraged to seek the assistance of the President of the Board or HR if needed.

## 10. Reporting mechanisms

Volunteers are encouraged to report any unethical behavior or violations of this Code. Unethical behavior can consist of but not limited to:

- Discrimination
- Sexual Harassment/Sexual Conduct/Sexual Abuse
- Use of alcohol, drugs, or other substances on the grounds of Chinook practices/meets/events.
- Abusive behavior in the form of verbal, physical, emotional, sexual, psychological.
- Physical altercations
- Verbal Altercations
- Aggressive behavior towards a coach, volunteer, family, or swimmers that is viewed in a threatening way.

Chinook Aquatic Club is committed to protecting the anonymity and safety of those who report misconduct. If you have been a victim of the above or another circumstance, please email [president@chinookaquaticclub.org](mailto:president@chinookaquaticclub.org) so we can work to resolve any challenges.

By adhering to this Code, employees contribute to the success and reputation of Chinook Aquatic Club. Failure to comply with this Code may result in disciplinary action, up to and including termination of board position(s).

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_