

TEEN IMPACT JERSEY COAST CODE OF CONDUCT FOR MEMBERS AND VOLUNTEERS

The purpose of this Code of Conduct is to lay out the standards to be adhered to by all members and volunteers. All members and volunteers should ensure that they have read and comply with this Code of Conduct.

Members and Volunteers should maintain the highest standards by:

- Fulfilling their role as outlined in any written or verbal agreement (including documents such as membership sign up forms or volunteer role descriptions) to a satisfactory standard
- Performing their role to the best of their ability in a safe, efficient and competent way;
- Following Teen Impact Jersey Coast's policies, procedures, and values, as well as any instructions or directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Raising concerns about possible wrongdoing witnessed in the course of their role with Teen Impact Jersey Coast with any member of the leadership
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- Acting in a way that supports and fosters the mission, purpose and values of the organization and that enhances its work;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people ;
- Reporting any health and safety concern
- Directing any questions regarding Teen Impact Jersey Coast's policies, procedures, support or supervision to any member of the leadership
- Addressing any issues or difficulties about any aspect of their role or how they are managed by contacting their immediate supervisor
- Declaring any interests that may conflict with their role or the work of Teen Impact Jersey Coast (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from leadership
- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with Teen Impact Jersey Coast returning any such documents, material or device in their possession;

Volunteers and members are prohibited from:

- Bringing Teen Impact Jersey Coast into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Using the logo or letterhead in any writing for a matter not solely designed to promote Teen Impact Jersey Coast in a positive manner;
- Posting on IMPACT 100 JERSEY COAST SOCIAL PLATFORMS unless such post is approved or directed by the committee charged with maintaining such platform;
- Tagging Teen Impact Jersey Coast social media with any material which may directly or indirectly negatively affect a member, volunteer, donor, or benefactor of the mission of Teen Impact;
- Seeking or accepting any gifts, rewards, benefits or hospitality in the course of their role;
- Engaging in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, or race);
- Being affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities in a particular position/role while volunteering;
- Providing a false or misleading statement, declaration, document, record or claim in respect of Teen Impact Jersey Coast, its volunteers, employees or charity trustees;
- Engaging in any activity that may damage property;
- Taking unauthorized possession of property that does not belong to them.
- Engaging in illegal activity while carrying out their role.
- Improperly disclosing during or after their involvement with Teen Impact Jersey Coast ends, confidential information gained in the course of their role with Teen Impact Jersey Coast.

Where a member or volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of Teen Impact Jersey Coast's other policies and procedures this may result in their membership and/or volunteer position being terminated, a forfeiture of their annual membership fee, and/or a loss of voting rights even if the membership is not terminated. Notwithstanding the foregoing, volunteers should note that Teen Impact Jersey Coast may terminate a membership or volunteer's position without cause. Volunteers acknowledge that no employment relationship is created in the context of their role with Impact 100 Jersey Coast. The Teen Impact Jersey Coast Executive Team will review the Code of Conduct for Members and Volunteers as appropriate.

