



SOUTHERN CORTES COMMUNITY ASSOCIATION

VOLUNTEER'S RIGHTS

- The right to adequate training, orientation and placement. The right to evaluation and advice.
- The right to creative freedom with responsibility.
- The right to respectful treatment and a harassment free environment.
- The opportunity to serve on Committees.
- The opportunity to help create and revise policy.
- The opportunity to plan/participate in fundraising events or other SCCA activities.
- The right to access information regarding society goals, policy, procedures.
- The right to access SCCA facilities and equipment in order to fulfill mandate of volunteer assignment.

VOLUNTEER'S RESPONSIBILITIES

I understand that my status as a Volunteer (Board, Committee, or other volunteer) is a privilege, and is contingent upon my commitment to the following terms.

- I understand it is my responsibility to read, understand and abide by the SCCA's policies & bylaws.
- It is my responsibility to keep informed of all policies and developments by reviewing the binder, the bulletin board, website, and reading e-mail messages.
- I will provide staff / board with my updated telephone and email contact information (manager@mansonshall.org)
- I will not bring alcohol, marijuana or any illegal drugs into the facility or be in an intoxicated state at the facility;
- At any time while acting as a representative of the SCCA, I will do so in a manner that reflects the openness, fun, and professionalism of our society.
- I will not remove SCCA property from premises without permission of staff. I will also not deface, willfully damage, or vandalize any SCCA property or materials.
- I will return equipment as scheduled and to report all technical malfunctions and missing equipment: (manager@mansonshall.org)
- The SCCA is an inclusive, respectful environment. Harassment, discrimination, hateful actions, speech, or writing, or malicious behavior of any kind will not be tolerated. I will adhere to these principles and contribute to the welcoming and open culture of the SCCA;
- If I encounter harassment or mistreatment, I will bring this issue to the attention of the board liaison sccaboard@mansonshall.org

- I understand that I am an ambassador for SCCA and will act in an appropriate manner both online and off.
- I understand that staff may enact suspensions, and any individual staff member who witnesses a violation of SCCA policy may ask the offending party to leave the facility pending a resolution of the matter. A volunteer may appeal any disciplinary action to the board liaison sccaboard@mansonshall.org
- I recognize and understand that in the course of my volunteering I will have access to confidential information, or information which in good faith and good conscience ought to be treated as confidential, relating to the SCCA its employees, volunteers, suppliers, customers, donors, members.
- I understand that at the Manager's discretion, my current volunteer assignment may be terminated and/or I may be reassigned to another volunteer position.
- I agree to return all property owned directly or indirectly by the SCCA, immediately upon request, which tangibly exists in any form or medium and includes, but is not limited to, tools, equipment, credit cards, manuals, technical specifications, costing sheets, marketing materials, customer / member / donor lists, security access cards or keys, computer hardware and software and associated security passwords

DISCIPLINARY PROCEDURES

Step 1 Warning(s)

- These can ONLY be performed by the Manager or Board Liaison and will be documented with the HR Committee.

Step 2 Volunteer reassignment

- Manager or Board Liaison and will be documented with the HR Committee.

Step 3 Suspension (for a specified number of weeks)

- Manager or Board Liaison and will be documented with the HR Committee.

Step 4 Dismissal (after Suspension) - decided by SCCA Board.

Types of Unacceptable Behavior (see Responsibilities)

- Obscenity, harassment, sexism, racism etc.
- Slander / Invasion of privacy.
- Misuse of space, facilities and responsibilities which includes:
 - Theft
 - Defacement of premises or contents
 - Alcohol or illegal drugs on the premises.
 - Damage to equipment through negligence,
 - Missing meetings without cause or notice;
 - Missing volunteer shifts, or chronic lateness without cause or notice;

Appeal Process - for Placement, Suspension and Dismissal

- Volunteer may contact any Staff or Board Member.
- Discipline action can be overturned by unanimous vote of Board.

Board of Directors Code of Conduct

As a Director of the SCCA Board I will

- Share and carry out responsibilities of Board of Directors.
- Represent the interests of all people served by the organization.
- Keep confidential information confidential.
- Declare any conflict of interest and recuse myself from any discussions and/or decisions where a conflict may arise.
- Approach all SCCA Board issues with an open mind.
- Make decisions for the Board in the best interests of the Board and the organization.
- Uphold the trust of the electors/members.
- Support Board decisions publicly even if this was a decision I did not personally support.
- Focus efforts on the purpose, core values and constitutional purpose of the organization and not on personal goals.
- Exercise authority as a Board member only and do not speak for the Board as a whole in public situations, to the press, on social media, etc. unless authorized by the Board of Directors to do so.
- Abide by federal, provincial and municipal laws.
- Attend at least 2/3 of all regularly scheduled Board meetings. Notify the President prior to the meeting if you cannot attend.
- I will Not approach other organizations, government authorities or funding bodies unless directed and authorized by the Board of Directors through a motion made and carried at a regular SCCA Board meeting or at a Annual General Meeting.