



VOLUNTEER CODE OF ETHICS

As a volunteer with Our City Forest, I acknowledge that I am a representative of Our City Forest and will act in accordance with this code of ethics when interacting with staff, OCF members, and the public or while wearing OCF insignias.

As a recipient of federal funds, Our City Forest institutes strict nondiscrimination policies. I understand that acts of discrimination against any individual on the basis of race, color, religion, ancestry, national origin, age, sex, marital status, political affiliation, medical condition or disability will not be tolerated. Determining whether an act of discrimination has or has not occurred will be the sole responsibility of the OCF staff.

Our City Forest refers to the Equal Employment Opportunity Guidelines to define sexual harassment. In this case, sexual harassment is defined as the occurrence of unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature. OCF has a zero tolerance policy towards sexual harassment and all reports will be investigated thoroughly. I understand that such acts will result in a full ban from all OCF volunteer activities and potential employment opportunities with the organization.

I understand that Our City Forest is a drug-free workplace and will not partake in drugs or alcohol while representing the organization either at volunteer events or while wearing OCF insignias. I acknowledge that any suspicion of drug or alcohol use undertaken at an OCF event will be investigated. If such suspicion is found to be true, I will no longer be able to volunteer at OCF events.

I recognize that AmeriCorps members performing service with Our City Forest are prohibited from discussing issues of a sensitive nature – politics, religion, and drugs/alcohol. As an affiliate of this program, I will refrain from discussing these topics with members, volunteers and staff while volunteering. Further, I will use appropriate language in all conversations with affiliates.

As a representative of this organization, I will conduct myself professionally and respect all volunteers, staff and members. In return, I will expect the same respect from all affiliates and will report all incidences of disrespect or harassment to the Volunteer Program Manager.

I will respect all confidential information that is shared with me during the course of my volunteer work. If I am unsure whether or not such information is considered confidential, I will ask the Volunteer Program Manager.

I understand that it is important that I arrive prepared and on time to all volunteer activities. I will do my best to report any absences or delays to the respective volunteer coordinator as soon as possible (preferably at least 24 hours in advance). I understand that repeat absences may prevent me from participating in future volunteer opportunities with Our City Forest.