
Learning Lab Standards of Conduct

The Volunteer Coordinator or Education Director will coordinate volunteer services and monitor compliance with the rules and Standards of Conduct. Volunteers are encouraged to take any problems, criticisms, or suggestions to these individuals.

Confidentiality

Information concerning Learning Lab students, employees, volunteers, visitors and suppliers acquired in the course of volunteering is considered private and must be held in the strictest confidence. No information shall be transmitted to persons outside of the Lab without the written consent of the person(s) involved.

Workplace Environment

The Learning Lab is committed to teaching workplace skills and providing a workplace environment for students. Volunteers are expected to set an example for students by being punctual and conscientious in the fulfillment of their duties. If a volunteer cannot work at the assigned time, he/she must notify the Volunteer Coordinator, Education Coordinator or the Educator in charge of the class. Volunteers should observe our "business casual" dress code.

Conflict of Interest

Volunteers shall not engage in any outside employment, business, or related activities that will conflict with interests of the Learning Lab and involves the use of (or appears to involve the use of) information not generally available to the public obtained in connection with a volunteer's duties.

Sexual Harassment

All volunteers, students, and staff have a right to a learning environment free from intimidation, ridicule or harassment based on gender, sexual orientation, race, color, age, disability, religion or national origin. Volunteers who engage in sexual harassment or other offensive behavior shall be subject to dismissal. Any incidents of harassment should be immediately reported to the Executive Director or the Education Director. Prompt investigations will be conducted and appropriate disciplinary action imposed.

Drug and Alcohol Free Workplace

The Learning Lab is committed to providing a safe and secure working environment for its volunteers, students and staff. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance on Lab premises or while conducting Learning Lab business off premises is expressly prohibited. Volunteers are expected to report in appropriate mental and physical condition to perform their duties. Volunteers may face termination if found to have violated this policy and there may be legal consequences.

Smoke Free Workplace

Smoking is permitted only in designated open-air locations outside Learning Lab facilities.

Termination of Relationship

All volunteers serve at the discretion of the Executive Director, who may discontinue their service with the Learning Lab at any time and for any reason.

Release of Liability

The undersigned releases the Learning Lab from any claims arising out of personal injury, damages, expenses, and loss that may be sustained while participating as a volunteer.

Acknowledgement of Receipt

My signature below confirms I have received a copy of the Learning Lab's Standards of Conduct. I have read the Standards and agree to follow them. I understand compliance is important and a violation could be the basis for disciplinary action including, if appropriate, termination of volunteer status. I certify, to the best of my knowledge, I am in compliance with the Standards.

Signature _____ Name (please print) _____ Date _____