

## **Volunteers' Standards of Conduct**

Under the guidance of, and in partnership with the Executive Director, the Volunteer Coordinator 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.

### **Conflict of Interest**

Volunteers shall not engage in any outside employment, business, or related activities that will conflict with interests of 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.

### **Anti-Harassment Policy**

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. Prompt investigations will be conducted and appropriate disciplinary action imposed.

### **Workplace Environment and Absence Procedures**

Learning Lab is committed to teaching workplace skills and providing a hospitable 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, within 24 hours, a volunteer cannot work at the assigned time, he/she must contact the educator of that particular class. For expediency, text messages are preferred. If a volunteer does not have a teacher's contact information, he/she should text the Volunteer Coordinator. For instances when advanced notice is possible, please email the classroom teacher and the Volunteer Coordinator so arrangements for a substitute can be made. Volunteers should observe our "business casual" dress code.

### **Drug and Alcohol Free Workplace**

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 a controlled substance on Learning Lab premises or while conducting Learning Lab business off premises is expressly prohibited. Alcohol consumption at Learning Lab Garden City is only allowed with the specific authorization of the Executive Director. Volunteers are expected to report in appropriate mental and physical condition to perform their duties. Volunteers may face dismissal if found to have violated this policy and there may be legal consequences.

**Violence and Gun-free Zone**

Learning Lab has a policy to provide a workplace that is safe and free from threatening and intimidating conduct. Therefore, Learning Lab will not tolerate violence or threats of violence of any form anywhere business is conducted. It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers, or creates the perception of intent to harm persons or property. Possession or use of a weapon of any kind is prohibited at all Learning Lab locations. Volunteers may face dismissal 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.

**Transportation Policy**

Transporting Learning Lab students is discouraged and is against Learning Lab policy. If a volunteer is operating a vehicle while conducting Learning Lab business (i.e. Starbucks pick-ups) he/she shall maintain a valid driver's license and current liability insurance on their vehicle and shall self-disclose any change in one's motor vehicle license report/record or health conditions immediately the Volunteer Coordinator. Volunteer Coordinator must report such information to the Executive Director as soon as possible.

**Termination of Relationship**

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

**Release of Liability**

The undersigned releases 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 confirm 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.

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

\_\_\_\_\_  
Date