

Cornell Cooperative Extension Allegheny/Cattaraugus County Volunteer Code of Conduct

Having signed a CCE Association Volunteer Agreement, I accept responsibility to represent CCE with dignity and pride conducting myself as a positive role model for program participants. I will adhere to the following standards of behavior when engaged in assigned volunteer activities:

- ❖ Respect and adhere to CCE rules, policies and guidelines that relate to volunteer activity and the program I serve.
- ❖ Execute CCE business in an ethical manner.
- ❖ Preserve the confidentiality of information (and sign confidentiality agreement if required by my volunteer role) about program participants and CCE internal affairs that have been entrusted to me.
- ❖ Refrain from using my CCE volunteer status for personal or business financial gain.
- ❖ Fulfill my assigned volunteer duties, including completion of required records or reports, in a timely manner.
- ❖ Use my time wisely and work cooperatively with Extension staff and other volunteers.
- ❖ Participate in required training programs and use the recommended policies and procedures.
- ❖ Accept supervision and support from professional Extension staff and/or supervisory volunteers.
- ❖ Respect and uphold the rights and dignity of all staff, other volunteers and all individuals who participate in CCE program recognizing the people's values, beliefs, customs, and strengths differs.
- ❖ Encourage participation of and respect for individuals of diverse backgrounds, cultures, and perspectives.
- ❖ Refrain from the use of alcohol, tobacco and inappropriate language.
- ❖ Commit no illegal or abusive act.
- ❖ Report all unsafe conditions and accidents to professional Extension staff as soon as possible.

Signature _____ Date _____