

# We Care Foundation of Newfoundland & Labrador

## VOLUNTEER CODE OF CONDUCT

Policy: Operations	
Policy: Volunteer Code of Conduct	Version000
Drafted by: HR Consultant	November 6, 2023
Approved by Board:	December 31, 2023
Reviewed by: Executive Director	November 31, 2023

### Section 1: Introduction

**1.1** The We Care Foundation of NL (WCF of NL) code of conduct is for their volunteers (which include any unpaid workers for the organization). This document lets volunteers know what is expected of them when representing the organization at WCF NL related events and sessions.

**1.2** Employees are responsible for honest and ethical conduct as a shared responsibility. Individually, they are expected to act with personal integrity in carrying out their roles and responsibilities.

**1.3** Foundation of WCF of NL

#### Mission:

- To create and implement humanitarian programs and activities to support those in need. The main focus is to provide free gender-based support programs and services.
- This includes programs and services to address and end gender-based violence against immigrant and racialized women, girls, seniors and 2SLGBTQIA+.

#### Mandate:

- Address, eliminate and prevent gender-based violence against immigrant, refugee and racialized women, girls and 2SLGBTQIA+
- Advancing education
- Relieving poverty
- Improving socio-economic conditions of vulnerable newcomers/immigrants, refugees and racialized families and individuals.
- Reducing unemployment

## **Section 2: Policy Statement(s)**

**2.1** WCF of NL is committed to ensuring all personnel understand and follow the Personnel Code of Conduct during all activities and events undertaken on behalf of the organization.

## **Section 3: Purpose**

**3.1** The purpose of this policy is to ensure that volunteers practice ethical standards in the programming of our organization.

## **Section 4: Scope**

**4.1** This policy applies to all WCF of NL volunteers.

## **Section 5: Responsibilities**

**5.1** The Executive Director is responsible to ensure all volunteers receive a copy of and understand and follow the Volunteer Code of Conduct.

**5.2** Volunteers are individually responsible to understand and comply with the Code of Conduct.

### **5.3 Guidelines for Personnel Code of Conduct. All personnel will:**

- Promote the mission and mandate of WCF.
- Act ethically, honestly and with integrity at all times.
- Disclose involvement that might be viewed as a real or perceived conflict of interest, and bring it to the attention of the Executive Director for review.
- Treat all discussions and any information obtained as a result of their position as a volunteer, as confidential, unless otherwise stated.
- Ensure they are following their agreements with WCF NL, including hours, and roles & responsibilities.
- Prepare for meetings (as needed) and participate actively and respectfully.
- Foster an inclusive and diverse workplace and treat all participants, vendors, and personnel with courtesy.
- Ensure that any WCF of NL property (equipment, etc) is used for its intended purpose, is maintained in good condition, and returned as agreed.
- Refrain from any behaviour which is considered harassment or inappropriate, and report all inappropriate behaviour or objectionable conduct to the Executive Director or Board of Directors.

- Work safely and report and/or address all hazards or incidents.
- Report to work fit for duty and never report to work while under the influence of alcohol or drugs.