



## **Volunteer Program Code of Conduct**

This Code of Conduct is intended to assist the volunteers of SeniorServ in avoiding situations that could compromise the integrity, independence, and reputation of SeniorServ and its decision-making processes or public confidence. It is presumed that this Code of Conduct will be in addition to good judgment since it cannot contemplate all possible situations of actual or potential conflict of interest. All situations in which personal interests conflict or appear to conflict with SeniorServ should be avoided. (The appearance of a conflict can be just as detrimental to the reputation of SeniorServ as a definite conflict.)

All SeniorServ volunteers must adhere to the following:

1. Volunteers may only use the name, logo, endorsement, services, or property of SeniorServ when authorized. When authorized, volunteers will only use the afore-mentioned to advance the mission of the organization, in conformance with policy.
2. Any volunteer seeking financial or other resources in the name of the SeniorServ, must do so with SeniorServ's full knowledge and in compliance of SeniorServ's policy and guidelines for fundraising.
3. A volunteer may not accept personal gifts or gratuities from a client in exchange for volunteer service.
4. Volunteer association with SeniorServ during public events and otherwise, may only be used with the sole intention of advancing the mission of the organization. A volunteer may not utilize SeniorServ affiliation in connection with the promotion of partisan politics, religious matters, business or financial gain, or positions on any issue in conflict with the policies and ethics of SeniorServ.
5. Volunteers must maintain the confidentiality and privacy standards of SeniorServ. A volunteer may not disclose or use confidential or proprietary information of SeniorServ or its clients without consent of SeniorServ.
6. Volunteers may not use information regarding or acquired as a result of SeniorServ relationships with corporations, or government agencies, or their employees or other sources to buy, sell, or otherwise make transactions of stock, securities or other assets of corporations, their subsidiaries, or competitors or otherwise act for personal benefit or gain themselves or their relatives, friends or business associates.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_