



GOLDENSOLDIERS.ORG
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800.204.3338
PO Box 2500
Acworth, GA 30102

The Golden Soldiers, Inc. is a faith based, 501c(3) non-profit organization focused on spreading the meaning of the Golden Rule as well as hosting events in honor of individuals with special needs.

Volunteer Code of Conduct

The Golden Soldiers, Inc. has adopted the following policies regarding volunteer involvement. Please read them thoroughly and contact the Volunteer Coordinator with any questions. Your signature is required on the Volunteer Application as your agreement to abide by this Code of Conduct.

Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to people engaged in volunteering activities. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Golden Soldiers, Inc. reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

Definition of 'Volunteer'

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task in support of the aims and objectives of The Golden Soldiers, Inc. Volunteers shall not be considered as "employees" of The Golden Soldiers, Inc. The minimum age to volunteer with The Golden Soldiers, Inc. is 12 years old unless you are accompanied by a legal guardian. However the minimum age to volunteer for "BIG DAY OUT" is 15 years old regardless of whether or not you are accompanied by a legal guardian.

Liability

Volunteers are expected to understand the risks associated with volunteering. Further, volunteers hereby waive any claims against, indemnify, and hold harmless The Golden Soldiers, Inc., its respective officers, directors, employees, sponsors, representatives and volunteers from any and all liability, including attorney fees that may result from illness, personal injury, property damage, or wrong doing resulting from involvement with The Golden Soldiers, Inc. volunteer program.

Volunteers Under 18

Volunteers under 18 years old must complete a waiver signed by a parent or legal guardian in order to volunteer with The Golden Soldiers, Inc. In addition a parent or legal guardian must co-sign this Code of Conduct statement. Parents are invited to call or email The Golden Soldiers, Inc. with any questions or comments about our program.

Discrimination

The Golden Soldiers, Inc. is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, disability, gender, color, religion, sexual orientation, geography, or age. The Golden Soldiers, Inc. will follow this policy in selection of volunteers. Volunteers are expected to adhere to these same standards in the course of their duties.



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Service at the Discretion of the Organization

The Golden Soldiers, Inc. accepts the service of all volunteers with the understanding that such service is at the sole discretion of the organization. Volunteers agree that The Golden Soldiers, Inc. may at any time, for whatever reason, decide to terminate the volunteer's relationship with the agency. Notice of such a decision should be communicated as soon as possible to the volunteer.

Representing The Golden Soldiers, Inc.

Volunteers are asked to not contact organizations or individuals on behalf of The Golden Soldiers, Inc. unless they are given express written directions to do so. Prior to any action or statement which might significantly affect or obligate The Golden Soldiers, Inc. volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations.

Ending Your Volunteer Role

You can cease volunteering with The Golden Soldiers, Inc. upon the completion of any volunteer assignment, or when you are not currently engaged in an assignment. If you choose to remove yourself from our list of active volunteers, we would appreciate the opportunity to conduct an exit interview with you in person, by phone, or via e-mail.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, other person, or The Golden Soldiers, Inc. business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with The Golden Soldiers, Inc.

Dismissal of a Volunteer

Volunteers who do not adhere to this Code of Conduct or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of The Golden Soldiers, Inc. materials, abuse or mistreatment of customers, staff or other volunteers, failure to abide by policies and procedures, and failure to satisfactorily perform assigned duties.



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As a Golden Soldier VOLUNTEER, I WILL:

- Represent The Golden Soldiers, Inc. with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
- Follow through and complete accepted tasks.
- Conduct myself in a respectful manner, exhibit good sporting conduct, and be a positive role model.
- Display respect and courtesy for employees, other volunteers, program participants, visitors, clients and property.
- Provide a safe environment by not harming anyone in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- Respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information.
- Keep The Golden Soldiers, Inc. staff informed of progress, concerns and problems within the program(s) in which I participate.
- Work cooperatively as a team member with employees and other volunteers.
- Respect and follow The Golden Soldiers, Inc. policies and program expectations.
- Keep personal opinions and actions separate from those made as a representative of this organization.
- Avoid conduct, both on and off duty that would jeopardize program effectiveness.
- Promote and support The Golden Soldiers, Inc. in developing effective local, county, and state programs.

AND, As a Golden Soldier VOLUNTEER, I WILL NOT:

- Use vulgar or inappropriate language.
- Solicit gratuities, gifts or bequests for personal or professional benefit.
- Use or be under the influence of illegal drugs.
- Consume or be under the influence of alcohol or consume tobacco at The Golden Soldiers, Inc. events.
- Discriminate on the basis of race, color, religion, sex, age, national origin, marital status or disability, or sexual orientation.

I have read and agree to abide by the The Golden Soldiers, Inc. Volunteer Code of Conduct.

Printed Name of Volunteer

Date

Signature of Volunteer

Legal Guardian Printed Name if under 18 years old

Date

Legal Guardian Signature