



Volunteer Code of Conduct

Dear Valued Volunteer,

The continued success of the Monmouth County Democrats depends upon the unique talents, skills and knowledge of our volunteers. The Executive Committee thanks you for your decision to dedicate time to further the mission of the Monmouth County Democrats!

We expect all persons affiliated with the Monmouth County Democrats to conduct themselves in a professional and ethical manner, maintaining high standards of integrity and good judgment. We ask that you abide by the following guidelines in your volunteer work. The adoption of volunteer policies is not intended to create a contractual or employment relationship. Instead, the policies of the Monmouth County Democrats are intended to provide a guide to our volunteers and demonstrate the organization’s commitment to creating a positive and safe environment for our volunteers.

The Executive Committee of the Monmouth County Democrats reserves the right to change these policies and will provide our volunteers with those updates.

Please sign and return the bottom portion of this page.

The Monmouth County Democrats thanks you for your service!

Sincerely yours,

The Executive Committee

Volunteers shall not persuade or attempt to persuade any member, exhibitor, sponsor, supplier, contractor, or any other person or entity with an actual or potential relationship with the MCD to terminate, curtail or not enter into its relationship to or with the MCD, or in any way to reduce the monetary or other benefits to the MCD of such relationship.

Volunteers are expected to act in the best interest of the MCD and not for personal or third-party gain or financial enrichment. When encountering potential conflict of interest, volunteers will identify the conflict and report it to the Executive Director, Chair or the General Counsel of the MCD.

Volunteers shall not accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the MCD without fully disclosing such items to the Executive Director, Chair or the General Counsel of the MCD.

By signing below, I hereby agree to abide by the volunteer standards of the Monmouth County Democrats in fulfilling the mission of the Monmouth County Democrats.

Name_____

Signature_____

Date_____

Date of Training_____



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We Value our Volunteers!

To achieve the mission of the Monmouth County Democrats – to elect Democratic candidates throughout the County – we must rely upon the talents, skills and knowledge of our volunteers. We are committed to creating an environment where all volunteers are welcomed and respected.

We Value Teamwork!

Volunteers shall contribute to a collegial, inclusive, professional, positive, and respectful work environment for fellow volunteers, stakeholders and staff, and shall model the best in volunteer behavior.

We Value a Positive Work Environment!

The Monmouth County Democrats (“MCD”) is committed to providing volunteers with an environment that is free of discrimination, bias, unlawful harassment and bullying. Volunteers are responsible for maintaining a fair, diverse and equitable environment. The MCD has a **zero-tolerance policy** regarding sexual or any other kinds or discrimination, harassment or intimidation, whether committed by a supervisor, employee, volunteer, donor or vendor.

Actions, words, jokes, or comments based on an individual’s sex, race, ethnicity, age, religion, national origin, disability, marital status, sexual orientation, veteran status or any other legally protected characteristic **will not be tolerated**.

The MCD will not tolerate any actions that create a hostile environment for its employees, staff members, and volunteers, and no volunteers shall be subjected to unsolicited or unwelcome sexual overtones or conduct. It is a violation of MCD policy to engage in sexual (or gender-based) harassment of any kind, including hostile work environment harassment, quid pro quo harassment, or same-sex harassment. For the purpose of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Examples of prohibited behaviors that may constitute sexual harassment and are therefore a violation of this policy include, but are not limited to:

- Generalized gender-based remarks and comments;
- Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another’s body or impeding or blocking movement;
- Verbal, written or electronic sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mail, text messages, invitations, gestures or inappropriate comments about a person’s clothing;
- Visual contact, such as leering or staring at another’s body, gesturing, displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily clad individuals;
- Displaying sexually suggestive material on a bulletin board, on a locker room wall, or on a screen saver;
- Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention;



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- Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluation or promotional opportunity; or
- Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

The MCD encourages volunteers to bring any incidents of discrimination, sexual harassment or bullying to the immediate attention of the Chair, Executive Director or General Counsel of the MCD. The MCD will promptly investigate all allegations of harassment or discrimination and will take appropriate corrective action. Retaliation against individuals who raise claims of harassment or discrimination is prohibited. The MCD will ensure that anyone who assists in the investigation of a complaint is free from retaliation.

We Value a Safe Environment

Volunteers are expected to follow rules of conduct that will protect the interest and safety of all volunteers and staff members. If you become aware of any violations of law, you must contact the necessary authorities immediately, and, please provide notice to the Chair, Executive Director or General Counsel of the MCD.

There are some volunteer positions that may require a criminal background check. If required, this shall be conducted at the expense of the MCD. If the volunteer fails to provide the personal information necessary to conduct that background check, then that volunteer may not be considered for the position for which the check is required.

The following are only some examples of inappropriate conduct which could lead to the cessation of the volunteer relationship:

- Theft or inappropriate removal or possession of MCD's property or that of any MCD volunteer, staff, agent or visitor;
- Misappropriation of MCD records;
- Volunteering under the influence of alcohol or illegal drugs and/or illegal or unauthorized possession, distribution, sale, transfer, or use of alcohol, or illegal drugs in the volunteer environment;
- Creating a disturbance on MCD premises, at sponsored activities or in areas which could jeopardize the safety of others;
- Improper use of MCD's property or property owned by any other individual or organization;
- Lack of cooperation, or other disrespectful conduct;
- Violation of MCD policies;
- Failure to abide by all applicable laws and regulations of the relevant government authorities, including all laws and provisions that govern appropriate conduct in the workplace while acting on behalf of the MCD;
- Inappropriate use of telephones, computer equipment or systems, mail system, e-mail system, facsimile machines, or other MCD owned equipment;
- Unauthorized disclosure of MCD proprietary or confidential information;
- Unsatisfactory performance or conduct.

We Avoid Conflicts of Interest!

Volunteers may not use any information provided by the MCD or acquired because of the volunteer's service to the MCD Association in any manner other than in furtherance of his or her volunteer duties. All volunteers agree to not misuse the property or resources of the MCD, keep the MCD's property secure and to not allow any person not authorized by the MCD to have access to its property.