

VOLUNTEER/ VENDOR CODE OF CONDUCT

Persons engaged in The Secret Place Book Club as a volunteer or vendor, are called to high standards of ethical conduct and personal integrity. Power and authority is inherent in the role. The burden of responsibility for maintaining appropriate boundaries rests upon those persons engaged. It is important that those engaged respect the individuals whom they serve.

In order to ensure that those who volunteer act in a manner consistent with The Secret Place Book Club ethical standards, it is expected volunteers will:

- Respect the dignity of each other
- Maintain appropriate professional boundaries to avoid impropriety or the appearance of impropriety;
- Follow the policies and procedures of The Secret Place Book Club;
- Maintain confidentiality: from time to time volunteers will be privy to and will receive information that is confidential in nature. Volunteers are not to discuss, transmit, divulge or reproduce information in any form. Volunteers must refrain from utilizing said information in any way, including, but not limited to, interview or publications of any kind;
- Respect the right of all persons to a good reputation; and
- Report violations of policy or suspected violations of policy to the appropriate authority in The Secret Place Book Club (SEG-WAY)

Volunteers are prohibited from engaging in the following conduct, including, but not limited to:

- Crimes against persons
- Immoral Conduct;
- Unlawful harassment, which may take many different forms such as:
 - Verbal Conduct such as epithets, derogatory comments, slurs or unwanted comments and jokes
 - Visual Conduct such as derogatory posters, cartoons, drawing or gestures;
 - Physical conduct such as assault, blocking normal movement, restraint, touching, or other physical interference with work directed at an individual;
 - Threats and demands to submit to certain non-work related conduct;
 - Retaliation by any of the above means for having reported harassment or discrimination.

- Sexual Harassment under the law includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature when :
 - Submission to such conduct is made either explicitly or implicitly a term or condition;
 - Submission to or rejection of such conduct by an individual;
 - Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.
- Engaging in sexual abuse or sexual misconduct; or
- Failure to follow The Secret Place Book Club’s policies.

I agree to truthfully provide any personal information required and give permission for any background screening.

I have read and understand the guidelines as listed in The Secret Place Book Club Code of Conduct, and to abide by the guidelines laid forth for ethical behavior, violations, or sexual misconduct.

Signature

Date

Printed Name (Print)

Organization Affiliation

Event and/or Position/