

Subject: Volunteer Policy
Date Created: July 16, 2019
Date Board Approved: September 17, 2019

Volunteer Code of Conduct As a volunteer, I will.....

1. Always act with fairness, honesty, integrity and openness and in accordance with all governing laws and legislation.
2. Respect the opinions of others and treat all with equality, equity and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, sexual orientation or economic status.
3. Respect and adhere to the policies and procedures of NAIOP.
4. Understand that NAIOP activities and materials must be non-partisan and act accordingly.
5. Understand that being a volunteer for NAIOP does not entitle me to special privileges, payments or gifts. I volunteer to give back, not to get something in return.
6. Remember that I may be seen as a representative of NAIOP at any time, even when not volunteering and act accordingly to not discredit or embarrass the organization and/or its members.
7. Respect and maintain the confidentiality of individual personal information of members, volunteers and staff of NAIOP. Individual's information cannot be shared without the expressed consent of the Executive Director or the President and the individual's expressed permission.
8. Refrain from using my volunteer status for personal, business, or financial gain and avoid any conflict of interest. In the event that such a matter arises or may be seen to potentially arise, I will formally disclose the potential conflict of interest, refrain from attempting to persuade or influence other persons participating in a decision and shall not cast any vote on the matter that potentially benefits the conflict of interest entity.
9. Work with NAIOP volunteers and staff in a cooperative and respectful manner and refrain from using profane, insulting, harassing or otherwise offensive language in performing my duties.
10. Volunteers may be relieved of their duties at the discretion of the Board if they are in breach of the Volunteer Code of Conduct.