

Dragonfest Volunteer Code of Conduct

In order to progress consistently toward the organization's mission & goals, Dragonfest of Colorado, Inc. has drafted the following policies regarding volunteer involvement. Please read them thoroughly and contact the Director of Operations, or their designated agent with any questions. **Your required signature on the Volunteer Application indicates your agreement to abide by this Code of Conduct.**

Purpose of Volunteer Policies:

These policies are written to provide overall guidance and direction to the Director of Operations and volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Dragonfest reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Dragonfest of Colorado, Inc. Board of Directors, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Director of Operations and/or the Board of Directors.

Definition of 'Volunteer'

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of Dragonfest. A "volunteer" must be officially accepted and enrolled by Dragonfest prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of Dragonfest.

Insurance and Liability

Approved volunteers in good standing may be protected under the "Directors & Officers" liability policy held by Dragonfest. Such coverage may only exist while volunteering on behalf of Dragonfest and under the direction of Dragonfest staff or another authorized volunteer. Volunteers are expected to understand the inherent risks of volunteering with Dragonfest. Further, volunteers hereby waive any claims against, indemnify, and hold harmless Dragonfest, Inc., its respective officers, directors, employees, sponsors, representatives and volunteers from any and all liability, including attorney fees, which may result from illness, personal injury, property damage, or wrong doing resulting from involvement with Dragonfest's 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 Dragonfest. In addition a parent or legal guardian must co-sign this Code of Conduct statement. Minors will share Dragonfest's volunteer orientation materials with their parents. Parents are invited to call or e-mail the Director of Operations with any questions or comments about our program. If any issues arise because of the behavior of the minor, their parent(s) or legal guardian will be held liable.

Discrimination

Dragonfest 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. Dragonfest will follow this policy in selection of volunteers. Volunteers are expected to adhere to these same standards in the course of their duties.

Service at the Discretion of the Agency

Dragonfest accepts the service of all volunteers with the understanding that such service is at the sole discretion of the agency. Volunteers agree that Dragonfest 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's supervisor and/or the Directory of Operations.

Representing Dragonfest of Colorado, Inc.

Volunteers are asked to NOT contact organizations or individuals on behalf of Dragonfest unless the Director of Operations, or their designated agent, gives them express direction to do so. Prior to any action or statement that may significantly affect or obligate Dragonfest; volunteers should seek prior consultation and approval from the Director of Operations, or their designated agent. 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 contracts, resources, finances, or other obligations.

Volunteers are considered representatives of Dragonfest during the duration of their assignment. While representing Dragonfest, Volunteers are required to adhere to standard business communication practices, including but not limited to: use of appropriate language, spelling and grammar, maintaining the positive and professional image of Dragonfest Inc., and avoiding the inclusion of personal issues (mental/emotional or otherwise). This representation includes any in-person, written or electronic communication such as but not limited to personal meetings, email, web group discussions, social media, or any public venue. Furthermore each volunteer must act with no malice or ill will in regards to Dragonfest, its constituents, partners, or vendors.

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Each volunteer should respect their own position within the organization and are specifically charged with handling proper communication and representation as indicated within their job descriptions.

If a volunteer has issues maintaining their relationship as a representative of Dragonfest, they should contact their supervisor, the Director of Operations, or a Member of the Board of Directors to share their concerns and work on a solution.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer. Such information includes but is not limited to: information regarding a Board Member, Director, volunteer, member, or affiliated third party; Dragonfest's projects or programs; Dragonfest's organizational health and financial status; pending agreements with other organizations; and any information that if released may prove harmful to Dragonfest. Failure to maintain confidentiality may result in termination of the volunteer's relationship with Dragonfest and/or other corrective action.

Screening/Reference Checks

For some tasks, volunteers must submit samples of work and/or professional references. Such requirements will be outlined in the task/job description.

Copyright/Ownership Issues

Any material produced by volunteers for Dragonfest, including newsletter articles, graphics materials, web page designs, narratives, research, compilations, instructional texts, etc., becomes the property of Dragonfest upon submission. Volunteers may receive acknowledgement and/or compensation for these and other contributions.

Contacting Other Volunteers

Occasionally, volunteers will need to contact other volunteers with regard to their activities with Dragonfest. We expect all such communications among volunteers to follow standard professional practice. Other than phone numbers or email addresses, the Dragonfest staff will not share contact or other personal information about a volunteer with another volunteer without the express consent of all parties involved.

Ending Your Volunteer Role

You can cease volunteering with Dragonfest 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 very much appreciate the opportunity to conduct an exit interview with you in person, by phone, or via e-mail.

Please note that while your volunteer role might end your agreement to maintain confidentiality does not. Your knowledge of Dragonfest business practices and knowledge of other volunteer contact information are not to be given out to others for any reason without explicit written approval by the Dragonfest Board of Directors. Any Dragonfest materials that is incidentally left in your possession whether it be physical or electronic format is still property of Dragonfest and should not be used for any other purpose. Any materials that can be returned to Dragonfest should be given to a supervisor upon your first opportunity to do so.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the agency 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 with supervisory staff. Possible grounds for dismissal include, but are not limited to: gross misconduct or insubordination; theft of property or misuse of Dragonfest materials; abuse or mistreatment of members, staff or other volunteers; failure to abide by Dragonfest policies and procedures; and failure to satisfactorily perform assigned duties.

*This code of conduct was adapted from materials by:
Virtual Volunteering Project, <http://www.serviceleader.org/vv/>
Volunteers for Outdoor Colorado, <http://www.voc.org/>
Colorado Nonprofit Association, <http://coloradononprofits.org/>*