

VOLUNTEER CODE OF CONDUCT

Upon joining ASAAP, all volunteers, staff, board members and/or facilitators are expected to read, sign and honor the following Code of Conduct. The Code stresses that while performing your duties at ASAAP, you have a responsibility to the wider community to conduct yourself in a manner which reflects positively on the agency.

1. NON-DISCRIMINATION/EQUITY

In keeping with ASAAP's values and policies, volunteers will neither practice nor tolerate discrimination or harassment against any volunteer, staff member, or service-user on the ground of race, creed, colour, place of origin, ethnic origin, ancestry, citizenship, political or religious affiliation, gender, sexual orientation, age, marital status, family relationship, HIV status, economic status, identity, or disability. Volunteers will treat other volunteers, staff, and service users with dignity, care and respect. They will commit to educating themselves about power, privilege, and oppression.

2. RELATIONSHIPS - BOUNDARIES

ASAAP encourages friendly relations between volunteers and those they serve. However, it is important to remain aware of appropriate boundaries. As with paid staff, ASAAP discourages relationships of a romantic or sexual nature between supervisors and those they supervise or volunteers and those they serve. Volunteers will agree to maintain respectful and professional relationship boundaries during the course of their volunteer work and will agree to speak with their supervisors should any relationship develop which makes it difficult for them to fulfill their volunteer obligations.

3. ALCOHOL/DRUG USE

Volunteers must understand that being under the influence of alcohol or drugs may interfere with their ability to deliver service. Therefore, they must agree: not to perform their duties while under the influence of drugs or alcohol; not to provide a client with illegal substances or encourage their use; not to participate with a client in alcohol consumption or drug use to the point where their effectiveness is impaired.

4. SCENTS/PERFUMES

Many people living with HIV/AIDS and also those who have environmental allergies, are extremely sensitive to strong scents. In order to make ASAAP as inclusive an environment as possible, volunteers must agree to moderate their use of colognes and perfumes while working in the office or performing duties on behalf of ASAAP in the community.

5. TRAINING AND CONTINUING DEVELOPMENT

The agency has a responsibility to ensure that volunteers are sufficiently trained to perform the functions expected of them. On the other hand, volunteers must understand that in accepting a volunteer position with ASAP, they are agreeing to complete the necessary training before, and during the course of their volunteer involvement as indicated in ASAAP's Volunteer Position Descriptions. This includes completing *Volunteer Orientation & Core Skills Training*, and where necessary, *Project/Event Specific Training*. Volunteers should also value their own continuing development and understand that it is essential to their effectiveness as volunteers. They should do this by staying updated on new information, attending volunteer support meetings, and by taking advantage of opportunities such as Continuing Development workshops within ASAAP, as well as conferences offered outside of ASAAP.

6. ACCOUNTABILITY



Volunteers will agree to participate in supervision that is reasonable, regular and visible. Supervision guarantees accountability for the performance of assigned responsibilities, and provides volunteers an opportunity for feedback, guidance, assistance and support in their roles.

7. NON-COMPLIANCE

Volunteers must understand that failure to adhere to any and all parts of this Code may result in suspension from their duties and/or termination of their relationship with ASAAP.