

Volunteer Code of Conduct

1. Volunteers will relate to staff, volunteers, shoppers, and donors in a warm and friendly manner, and are courteous at all times.
2. Volunteers will accept supervision from staff and lead volunteers and will obey any reasonable request by their supervisor.
3. Volunteers will contact staff member or lead volunteer immediately with injuries or problems. Volunteer safety is very important to us, volunteers are responsible to exercise reasonable care, and to use accepted safety precautions in carrying out assigned duties.
4. Volunteers will not use any inappropriate language.
5. Stealing or willful damage of any property is wrong, will not be allowed, and will result in immediate removal from the build site, ReStore, or other volunteer location and possible legal action.
6. GMHFH is a drug-free environment. Any volunteer considered to be impaired will be asked to discontinue volunteer services immediately, and will not be allowed to return.
7. Verbal or physical abuse is never tolerated.
8. Volunteers are to dress appropriately for work on the site or in the ReStore:
 - a. **Construction**
 - i. All Personal Protective and safety equipment as advised by staff or lead volunteers must be worn during designated tasks.
 - ii. Shirts that display offensive advertising or writing are not allowed.
 - iii. Excessively tight clothing, short shorts, clothes that reveal bare backs, bare midriffs, or similar types of clothing is also prohibited.
 - iv. Jewelry may be worn as long as it is close enough to the body to not be a safety hazard while working.
 - v. Closed-toe shoes are required at all times!
 - b. **ReStore**
 - i. ReStore volunteers must wear Greater Matthews Habitat for Humanity t-shirts, vests or aprons as well as name-tags.
 - ii. All Personal Protective and safety equipment as advised by staff or lead volunteers must be worn during designated tasks.
 - iii. Tank tops, shirts with spaghetti straps, muscle shirts, hoodies, or shirts that display offensive advertising or writing are not allowed.
 - iv. Excessively tight clothing, short shorts, clothes that reveal bare backs, bare midriffs, or similar types of clothing is also prohibited.
 - v. Jewelry may be worn as long as it is close enough to the body to not be a safety hazard while working.
 - vi. Closed-toe shoes are required at all times!
9. Personal cell phone use is not allowed on the ReStore floor or on the active construction site. Cell phone should only be used in the designated volunteer and staff break areas and should be kept at a minimum outside of volunteer breaks.
10. No headphones, ear-plugs, mp3/iPod use are allowed on the ReStore floor.
11. Anything considered to be a weapon is not permitted on the premises. A "license to carry" does not restrict our right as a corporation to regulate the possession of weapons on our property; therefore all firearms, handguns, knives and ammunition are prohibited on Habitat property.
12. Volunteers who smoke may only do so in designated areas. All butts must be disposed of properly.
13. Volunteers will not engage in any activities that may be considered a conflict of interest.
14. Use appropriate recycle and trash bins for food and drink wrappers, bottles, or cans.
15. Return tools or cleaning supplies back to the location where they are stored when you have completed a task.
16. No volunteer will have any financial interest or receive any compensation or gratuities.
17. GMHFH management has the right to terminate your volunteer opportunity if you break any of the policies outlined on this sheet.