



VOLUNTEER CODE OF CONDUCT

Thank you for choosing to volunteer with AutismOklahoma (AO). We are pleased to welcome you to our team. At AO, volunteers are a vital part of achieving our mission and goals. We cannot do it without you! We hope that you find your volunteer experience with AO to be rewarding, and that you come to love our participants and their families as much as we do.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

As a volunteer, you are a valuable resource to this organization, its staff, and its participants.

Volunteers shall be extended the right to be given meaningful assignments, the right to be treated fairly, the right to effective supervision, the right to meaningful involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the agency.

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As a volunteer, you become an important part of our organization and a valuable member of our community. We can't do this without you! In your role as a volunteer, you are a representative of AutismOklahoma and your behavior reflects on the organization.

In addition to some specific examples of prohibited behavior, we expect all AO staff and volunteers to follow these basic rules of conduct.

- Respect the mission and goals of AutismOklahoma.
- Take your commitment to our organization to heart, performing your duties to the best of your ability.
- Be willing to learn and take part in orientation and training sessions, and accept direction from AO staff, volunteer supervisors, and peers.
- Follow through on commitments and advise your group leader or staff if you are unable to work as scheduled.
- Honor confidentiality.
- Respect the property of AutismOklahoma.
- Do not accept valuable gifts or money in your role as an AO volunteer.
- Be courteous, friendly and cooperative. When conflicts arise deal with it in an appropriate manner as outlined in this document.
- Demonstrate respect for the direction and decisions of AO staff and fellow volunteers. Offer constructive feedback about our organization in an appropriate manner.
- Treat co-workers (paid and unpaid), participants and members of the public fairly and without discrimination.

- In addition to AO policies for conduct, all employees and volunteers are required to comply with applicable federal, state and local laws and regulations and with AO's policies and regulations.

SAFETY

Although we do our best to provide safe conditions for our volunteers, we count on volunteers to be the best protector of their own personal safety. Volunteers should always be aware of where they are and what they are doing. Volunteers should pay particular attention to safety instructions and proper equipment use. Volunteers should speak up if they have a safety concern and report any injuries to the person in charge as soon as possible.

Safety for kids and program participants is extremely important to us. For Volunteer roles that work directly with children or students, we require volunteers to have a **Background Check** on file with AO.

EQUAL OPPORTUNITY POLICY & HARASSMENT

AO maintains a strong policy of equal volunteer opportunity. We recruit, accept, train, promote and dismiss volunteers on the basis of personal competence and position performance, without regard to race, creed, color, religion, sex, sexual orientation, age, marital status, or disability. The organization strives to maintain a quality environment free from intimidation and insult. We expect all volunteers and employees to conduct themselves with dignity and with respect for fellow volunteers, employees, participants and the community. Harassment of others based on age, gender, race or national origin or any other reason will not be tolerated.

GRIEVANCE PROCEDURE

Most disagreements or conflicts are easily resolved with a conversation. However, if you have a grievance that you are unable to resolve, please talk to the AO Volunteer Director (volunteer@autismoklahoma.org). They will be able to guide you through the AO grievance procedure so that your concern can be resolved.

OVERVIEW OF THE VOLUNTEER MATCHING/SELECTION PROCEDURE

We want you to love what you do! Our online volunteer form includes a section on volunteer interest so that the best match can be made. Volunteers may request specific opportunities and jobs will be assigned based on availability and organizational needs. Please note - Some positions require specific job skills or experience, and assignments will be made accordingly. Please know we will make every effort to make your volunteer experience enjoyable.

VOLUNTEER GROWTH & LEADERSHIP DEVELOPMENT

Once you get involved in AO, you may find yourself desiring to take on more leadership responsibilities. We encourage you to be in contact with your Program Leader or AO Volunteer Director about ways to best use your skills and interests to move the AO mission forward.