



City of Novi

VOLUNTEER CODE OF CONDUCT POLICY

As a volunteer, I will

- Represent the City of Novi with professionalism, dignity, and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
- Follow through and complete accepted assignments.
- Cooperate fully with Volunteer Coordinator, leader, and/or mentor.
- Display respect and courtesy for employees, other volunteers, program participants, visitors, and property.
- Keep staff informed of progress, concerns, and problems within the program(s) in which I participate.
- Avoid conduct, both on and off duty, which would jeopardize program effectiveness.
- Obey safety rules, follow safe work practices and procedures, and exercise caution in all activities.

As a volunteer, I will not

- Use vulgar or inappropriate language.
- Solicit gratuities, gifts, or bequests for personal or professional benefit; promote services for personal self-interest or gain.
- Consume or be under the influence of illegal drugs, alcohol, or tobacco while volunteering.
- Express political affiliation; promote or oppose any political party, nominee, or candidate; or gather signatures.
- Discriminate or harass based on sex, race, color, national origin, age, religion, disability status, sexual orientation, gender identity, genetic information, marital status, weight, height, or membership in any other protected category.