



VOLUNTEER AGREEMENT

The Red Cross relies on the efforts of its volunteers in order to serve people in Canada and around the world and expects all volunteers to meet the highest standard of professional and ethical conduct. The Red Cross has staff and volunteer policies that specify the organization's expectations regarding conduct, describe its authority and define its values and standards.

This volunteer agreement contains summaries of the volunteer policies pertaining to: code of conduct, conflict of interest and confidentiality. Volunteers have access to the *National Volunteer Standards & Guidelines* either by request of their supervisor or at www.redcross.ca.

Two signed copies of this agreement are required: one to be kept in the volunteer's General File and one to be given to the volunteer.

Code of Conduct

The high level of public support and respect that the Red Cross enjoys results not only from recognition of its humanitarian mission, but from the high degree of integrity, objectivity and professionalism of Red Cross volunteers and employees alike. Volunteers should recognize that they may be seen as representatives of the Red Cross. A summary of the volunteer 'Standards pertaining to Code of Conduct are below.

1. Volunteers are expected to: adhere to, practice and promote the dissemination of the Fundamental Principles of the International Red Cross and Red Crescent Movement, and the Mission Statement and Values of The Canadian Red Cross Society; and respect the regulations on the use of the red cross emblem and prevent its misuse.
2. Volunteers are expected to take direction from supervisors and adhere to Red Cross policies and procedures (see the *National Volunteer Standards & Guidelines*).
3. Volunteers will, at all times, conduct themselves in a professional manner with co-workers and clients. In this regard, the Red Cross will not tolerate violence and/or any kind of abusive behaviour, including harassment, sexual and otherwise, from an employee or volunteer toward any other individual. Violent or abusive behaviour, on or off duty, may result in dismissal and/or other sanctions.
4. Speaking on behalf of the organization is limited to those for whom such duties are specifically indicated in their position description; or, upon invitation; or, with authorization from the Red Cross (see Public Affairs Briefing Binder - Procedures

and Strategies).

5. Volunteers are expected to use the Red Cross computer network, Internet, telephones, photocopiers, software, etc., as tools in the completion of their assignments/projects, unless otherwise authorized by their supervisor.

Confidentiality/Conflict of Interest

Volunteers will not, during or at any time after the commencement of this Agreement with Red Cross, unless authorized by Red Cross, use or disclose or aid or abet others to use or disclose, any confidential information, trade secrets, data or material relating to the business, affairs or property of the Red Cross or its customers directly or indirectly obtained during this association with the Red Cross.

Volunteers will disclose to the Regional Director, Project or Program Manager, or a designate, any interest that might be construed as being in real, potential or apparent conflict with Red Cross duties or with the business and affairs of the Red Cross.

It is understood that documents, tools or any other work produced for the Red Cross remains the property of the Red Cross.

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I, the undersigned, have read and understand all the information in this document and I agree to conduct my activities in accordance with its contents.

As the Red Cross carries no accident or health insurance that could compensate a volunteer who has incurred an injury or accident while volunteering for a Red Cross activity, volunteers are encouraged to review any insurance they may presently carry with their employer or associations. While the Red Cross takes appropriate precautions to ensure a safe workplace, volunteering in this regard is at the volunteer's own risk. In appropriate cases, for losses incurred as a result of injuries sustained while on duty, limited financial assistance may be considered by the Red Cross' General Counsel.

Name of Volunteer

Name of Witness

Signature of Volunteer

Signature of Witness

Date

Date