



Volunteer Code of Conduct

Volunteers with Habitat for Humanity of NW Metro Atlanta (Habitat) are expected to promote Habitat's mission, respect the local community, and ensure the safety of all participants. In addition to complying with all local, state and federal laws and regulations, all volunteers should commit to following the policies and directives set forth by Habitat for Humanity International (HFHI), Habitat staff members and supervising volunteers. This includes, but is not limited to the volunteer code of conduct outlined below:

1. **Promote a respectful community.** Treat all volunteers, employees and community members with respect, courtesy, and dignity. This includes avoiding the use of humiliating, demeaning, offensive, or otherwise insensitive language that fails to respect the dignity of the person. Volunteers are also expected to refrain from engaging in intimidation, physical, sexual, and/or emotional violence toward others.
2. **Prioritize site safety.** Safety rules and guidelines on the volunteer site have been created to keep you and others safe as you volunteer and must be followed. Activities that pose a safety risk to yourself or others should be avoided. Report any unsafe working conditions to the House Lead and safety/site coordinator.
3. **No proselytizing.** Habitat for Humanity and its affiliate organizations will not proselytize, nor will Habitat work with entities or individuals who insist on proselytizing as part of their work with Habitat. This means that Habitat will not offer assistance on the expressed or implied condition that people must adhere to or convert to a particular faith or listen and respond to messaging designed to induce conversion to a particular faith.
4. **Respect the human rights of all people and protect beneficiaries and community members from exploitation and abuse.** All Habitat volunteers must model behavior consistent with the Habitat for Humanity International Safeguarding Policy which protects staff, beneficiaries, and community members (especially vulnerable adults and children) from exploitation and abuse. Inappropriate physical or sexual relationships with other volunteers is prohibited. Under no circumstances may volunteers engage in sexual activity with a child (a person under the age of 18, regardless of the legal age of consent and local laws), any Habitat staff or beneficiaries, or any community members. This

includes not procuring commercial sex acts, even where such activities are permitted by local laws.

5. **Uphold a zero-tolerance policy for alcohol, drugs and weapons.** The purchase, possession or use of alcohol, drugs or weapons is strictly prohibited on Habitat for Humanity property and volunteer sites, even if permitted by local laws.
6. **Follow the gift giving policy.** To avoid potential misunderstandings, embarrassment, injured feelings or jealousy, volunteers are asked not to exchange gifts with Habitat beneficiaries, staff members or community members without consulting Habitat staff. Volunteers may speak with a staff member about appropriate ways to exchange gifts and our staff is happy to suggest gifts that will benefit the entire community.
7. **Use reasonable care to protect all Habitat for Humanity resources.** Stealing, misappropriation or diversion of Habitat for Humanity funds, property, or other assets for personal benefit is not permitted, nor is otherwise engaging in fraudulent activity regarding Habitat for Humanity's assets, operations, or beneficiaries.
8. **Maintain confidentiality.** Build trust with other volunteers and Habitat for Humanity by respecting the confidentiality of volunteers, staff, Habitat beneficiaries, and community members. Unless you receive prior written approval from Habitat, you will not disclose confidential information. Use of social media should be governed by the principles of respecting and protecting vulnerable populations while preserving their dignity and privacy. You are discouraged from posting anything on social media that allows beneficiaries to be identified and/or traced.
9. **Speak up.** If you see something, say something. If you become aware of potential misconduct, help reinforce our culture of courage and accountability by sharing your concerns with an appropriate Habitat staff or supervising volunteer. You can also anonymously report potential misconduct by notifying HFHI's Affiliate Support Center at USSupportCenter@habitat.org or (877) 434-4435.