

Tri-Valley SOCKs Volunteer Code of Conduct



As a volunteer of the Tri-Valley SOCKs Breast Cancer non-profit (“we,” “our” or “SOCKs”) in connection with the momentous occasion of the Bras for the Cause Breast Cancer walk or any other event representing SOCKs, you will serve as an ambassador of SOCKs. We have created the following Code of Conduct to assist you in your role as you represent SOCKs.

Volunteers are the face of SOCKs, so they should display the highest levels of customer service and hospitality at all times. SOCKs encourages all volunteers to actively perform their duties to the very best of their abilities, as well as perform them in a manner consistent with the values, goals and procedures of SOCKs.

SOCKs is dedicated to diversity and inclusion. Our volunteers, governance, customers, financial contributors, clients, suppliers and vendors should be representative of the diversity of the people residing in the Bay Area. We are committed to providing you with meaningful assignments, exciting opportunities for participation, and recognition opportunities for a job well done.

All volunteers of SOCKs, while supporting any activity and event including Bras for the Cause Walk, shall meet the following standards of conduct. Any report of any violation of this policy will be investigated promptly and dealt with appropriately and in as confidential a manner as possible. SOCKs reserves the right to update this Code of Conduct at any time and at SOCKs’ sole discretion; any updates to this Code of Conduct will be promptly posted to the SOCKs’ website.

General Standards of Conduct

(1) Volunteers shall:

- a. Dress and act in an appropriate manner at all times.
- b. Behave in a professional manner at all times.
- c. Arrive promptly on time for all volunteer shifts.
- d. Be courteous, friendly and helpful to all guests and fellow volunteers.

(2) Volunteers shall not:

- a. Authorize the use of or use for the benefit or advantage of any person, the name, endorsement, services, or property of SOCKs, except with express prior consent by a SOCKs Board member or in conformance with SOCKs’ express policies.
- b. Accept or seek on behalf of any person, any financial advantage or gain of other than nominal value offered as a result of the volunteer’s affiliation with SOCKs, except donations collected and transferred to SOCKs for their cause and beneficiaries.
- c. Publicly use any SOCKs affiliation in connection with the promotion of partisan politics, religious matters, or positions on any topical or controversial issue.
- d. Disclose or use any confidential SOCKs information that is available solely as a result of the volunteer’s affiliation with SOCKs to any person not authorized to receive such information, or use to the disadvantage of SOCKs any such confidential information.

- e. Operate or act in any manner that is contrary to the best interests of SOCKs.
- f. Operate or act in a manner that creates a conflict between the interests of SOCKs and the interests of any organization in which the individual has a personal, business, or financial interest.

No Harassment

SOCKs is dedicated to an environment free from unlawful harassment in which everyone is treated with respect and dignity while volunteering for SOCKs. SOCKs has zero tolerance for unlawful harassment.

Unlawful harassment is defined as harassment based on any characteristic protected by applicable federal, state or local law including race, religion, color, sex, national origin, age, sexual orientation, veteran or disability status, which is sufficiently severe or pervasive as to alter the working conditions of a volunteer or employee. Unlawful harassment includes words, actions or visual matter that demean or show hostility toward an individual or group because of any characteristic protected by applicable federal, state or local law.

Violence Free Environment

SOCKs promotes a safe environment for all volunteers and does not tolerate any type of abusive or violent behavior committed by or against volunteers. All volunteers are expected to conduct themselves in a professional manner and in accordance with the SOCKs' Code of Conduct.

Threatening or violent behavior committed by anyone against volunteers, employees, vendors or community members during volunteer or off-duty hours will not be tolerated.

Volunteers have a responsibility to report any potentially dangerous situations or unauthorized individuals on SOCKs site/premises to a SOCKs representative immediately.