

Volunteer Code of Conduct

Becoming a SOME volunteer or intern comes with great rewards and responsibilities. Our volunteers' actions reflect on our organization, the volunteer, and any organization/company/group the volunteer may be volunteering with. As a volunteer with SOME (So Others Might Eat), you are expected to maintain ethical and professional conduct while on our premises, during volunteer shifts or activities, and/or when representing our organization in the community.

This Volunteer Code of Conduct aims to clearly communicate the required standards of behavior while volunteering with SOME. We expect our volunteers to act respectfully, honestly, and ethically while fulfilling their responsibilities, and in their interactions with our staff, fellow volunteers, and community members.

INTRODUCTION

Since 1970, SOME has been a care provider and a beacon of hope to residents in our nation's capital. Volunteers play a crucial role in SOME's work and are at the very core of our ability to deliver on our mission.

OBLIGATIONS AND EXPECTATIONS

Volunteers are expected to follow the ethical standards outlined in this code of conduct. Moreover, volunteers are expected to uphold SOME's mission and maintain a professional image while representing the organization in public.

During their service with SOME, volunteers must fulfill the following values:

- We value an interfaith approach of service to our brothers and sisters in need and welcome the assistance of all concerned persons.
- We value empowering the people we serve by respecting their human dignity and by helping them to restore hope in their lives.
- We value advocacy on behalf of those we serve in collaborative partnerships to address the root causes of homelessness, hunger, and poverty.
- We value responsible stewardship of the resources provided by our donors, volunteers, and employees.
- We value integrity and trust by setting high standards for inclusive policies, practices, and behaviors that are objective and fair.

In return, volunteers should expect the following:

- A welcoming work environment
- Clear expectations prior to and during tasks/projects
- Resources, tools, and training to help complete the task
- Proof of volunteer hours via SOME volunteer portal
- Explanation of the impact that results from volunteer efforts
- A commitment to diversity, equity, and inclusion
- Respect of all volunteer time by SOME staff

ANTI-RACISM, HARASSMENT, AND BULLYING

SOME has a zero-tolerance policy for racism, discrimination, sexual harassment, and bullying of any kind.

These behaviors include but are not limited to: offensive physical actions such as lewd gestures; statements meant to humiliate a person publicly or individually; the use of racial slurs or “jokes”; sexually explicit communication that is either written or spoken; any unwelcome physical contact with other volunteers, staff, or clients; any unwanted sexual attention; harassment due to a person’s race, color, gender, identity, religion, language, medical condition, age, culture, national origin, gender expression, disability, marital status, or sexual orientation.

If you witness these behaviors, you are required to notify SOME's Volunteer Services Department immediately. Volunteers who participate in any of the acts listed above may be subject to immediate ineligibility and dismissal from their tasks, project, or activity.

ATTENDANCE AND PUNCTUALITY

SOME depends on you to arrive on time for your scheduled shift. We ask that if you know you will be late or absent, please notify your project supervisor or SOME Volunteer Services Dept as soon as possible. Repeated tardiness or absences may result in suspension or permanent ineligibility.

BACKGROUND CHECKS

Certain tasks, assignments, and volunteer positions may require a clear background check prior to confirming volunteer eligibility. Interns, Long Term Volunteers, and Volunteer Supervisors are required to complete and pass a background check. Background checks are conducted through a third party and must be completed prior to the start date of that specific assignment. Typically, background checks take 1-3 business days and will advise SOME staff on eligibility of the volunteer based on the results. For more information on background checks, please contact SOME's Volunteer Services.

CONFIDENTIALITY

During the course of their duties, volunteers will likely have access to, deal with, or become aware of confidential information and circumstances surrounding those we serve. This information must be kept strictly confidential.

DRESS CODE

It is important that volunteers dress appropriately for their volunteer role so that they can fulfill their volunteer duty safely and comfortably. In some cases, volunteers may be required to wear shirts, vests, aprons, or similar items that will be provided by SOME. We ask that you refrain from wearing clothing that displays obscene language or offensive material while representing our organization. Furthermore, your specific duties, assignment or project may require a specific dress for safety purposes or due to the nature of the event (ie Black Tie Gala).

DRUG, ALCOHOL, AND TABACCO USE

Volunteer activities must be conducted without the influence of alcohol or illicit drugs. These substances are prohibited from SOME's premises. While medical and recreational marijuana use is legal in some states, we are under no obligation to accommodate its use in our offices, at our events, or on our premises.

If alcohol is served during a volunteer event or business function, volunteers are prohibited from consuming or partaking in those activities unless otherwise instructed by the project supervisor. Volunteers are expected to conduct themselves in an appropriate and professional manner.

Tobacco use is prohibited inside our buildings, vehicles, during volunteer activities, or at volunteer events. Tobacco products may only be consumed in designated smoking areas and disposed of responsibly.

BREACHES OF THE VOLUNTEER CODE OF CONDUCT

By failing to uphold the ethical considerations in this document, volunteers should expect disciplinary action. It is at SOME's discretion whether to issue a warning or dismiss the volunteer. SOME has the right to release or terminate volunteers at its discretion. SOME is not responsible for any monetary losses accrued as a result of breaches of conduct.

By agreeing to this Volunteer Code of Conduct, I indicate that I have read, understood, and agree to uphold and abide by the outlined values. I also agree to accept consequences as a result of not following our Volunteer Code of Conduct.

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