



**WASHINGTON AREA BICYCLIST ASSOCIATION**

2599 Ontario Rd. NW  
Washington, DC 20009  
P: 202.518.0524 F: 202.518.0936

**WWW.WABA.ORG**

## **WABA's VOLUNTEER CODE OF CONDUCT**

The Washington Area Bicyclist Association (WABA) has adopted the following policies regarding volunteer involvement. Please read them thoroughly and contact the Volunteer Coordinator with any questions. Your signature is required on the Volunteer Application as your agreement to abide by this Code of Conduct.

### **PURPOSE OF VOLUNTEER POLICIES**

These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. WABA reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

### **DEFINITION OF 'VOLUNTEER'**

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of WABA. A "volunteer" must be officially accepted and enrolled by WABA prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of WABA.

### **COMMUNITY SERVICE**

WABA may accept as volunteers those participating in student community service activities, student intern projects, corporate volunteer programs, and other volunteer referral programs. In each of these cases, however, a written agreement must be in effect with the organization, school, or program from which the special case volunteers originate and this agreement must identify responsibility for management and care of the volunteers. This agreement must be reached in writing BEFORE the volunteer begins an assignment, and it is the responsibility of the volunteer to secure this agreement with the appropriate organization.

### **LIABILITY**

Volunteers are expected to understand the risks associated with volunteering. Further, volunteers hereby waive any claims against, indemnify, and hold harmless WABA, its respective officers, directors, employees, sponsors, representatives and volunteers from any and all liability, including attorney fees, that may result from illness, personal injury, property damage, or wrong doing resulting from involvement with WABA's volunteer program.

### **VOLUNTEERS UNDER 18**

Volunteers under 18 years old must complete a waiver signed by a parent or legal guardian in order to volunteer with WABA. In addition a parent or legal guardian must co-sign this Code of Conduct statement. We strongly suggest that minors share volunteer orientation materials with their parents. Parents are invited to call or email WABA with any questions or comments about our program.

### **DISCRIMINATION**

WABA is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, disability, gender, color, religion, sexual orientation, geography, or age. WABA will follow this policy in selection of volunteers. Volunteers are expected to adhere to these same standards in the course of their duties.



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### **SERVICE AT THE DISCRETION OF THE ORGANIZATION**

WABA accepts the service of all volunteers with the understanding that such service is at the sole discretion of the organization. Volunteers agree that WABA may at any time, for whatever reason, decide to terminate the volunteer's relationship with the agency. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor and/or the Volunteer Coordinator.

### **REPRESENTING WABA**

Volunteers are asked to NOT contact organizations or individuals on behalf of the WABA unless a staff person gives them express direction to do so. Prior to any action or statement that may significantly affect or obligate WABA, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contracts, resources, finances, or other obligations. Volunteers are authorized to act as representatives of WABA as specifically indicated within their job descriptions and only to the extent of such written specifications.

### **SCREENING/REFERENCE CHECKS**

For some tasks, volunteers must submit samples of work and/or professional references. Such requirements will be outlined in the task/job description.

### **CONFIDENTIALITY**

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, other person, or WABA business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with WABA.

### **COPYRIGHT / OWNERSHIP ISSUES**

Material produced by volunteers for WABA including graphics materials, web page designs, narratives, research, compilations, instructional texts, etc., becomes the property of WABA upon submission. Volunteers may be recognized for their contributions as appropriate.

### **CONTACTING OTHER VOLUNTEERS**

Occasionally, volunteers will need to contact other volunteers with regard to their activities with WABA. We expect all such communications among volunteers to follow standard professional practice. Other than phone numbers or email addresses, the WABA staff will not share contact or other personal information about a volunteer with another volunteer without the express consent of all parties involved.

### **ENDING YOUR VOLUNTEER ROLE**

You can cease volunteering with WABA upon the completion of any volunteer assignment, or when you are not currently engaged in an assignment. If you choose to remove yourself from our list of active volunteers, we would appreciate the opportunity to conduct an exit interview with you in person, by phone, or via e-mail.

### **NON-COMPLIANCE / DISMISSAL**

We understand that failure to adhere to any part of this code may result in suspension from our volunteer duties and/or termination of our volunteer relationship with WABA. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff.

### **Volunteers have the right:**

- to be given meaningful assignments;
- to be treated as equals;
- to receive effective and ongoing supervision;
- to full involvement as members of the agency;



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- and the right to ongoing support and recognition for their contribution to Team Hanna.

**AS A WABA VOLUNTEER, I WILL:**

- ♦ Represent WABA with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
- ♦ Follow through and complete accepted tasks.
- ♦ Conduct myself in a respectful manner, exhibit good sporting conduct, and be a positive role model.
- ♦ Seek training for my volunteer role by participating in meetings, self-study, or other training opportunities to help me work more effectively with appropriate audiences.
- ♦ Display respect and courtesy for employees, other volunteers, program participants, visitors, clients and property.
- ♦ Provide a safe environment by not harming anyone in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- ♦ Respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information.
- ♦ Keep WABA staff informed of progress, concerns and problems within the program(s) in which I participate.
- ♦ Work cooperatively as a team member with employees and other volunteers.
- ♦ Respect and follow WABA's policies (Code of Ethics, Privacy Policy, Conflict of Interest Policy, Volunteer Code of Conduct) and program expectations.
- ♦ Keep personal opinions and actions separate from those made as a representative of this organization.
- ♦ Avoid conduct, both on and off duty that would jeopardize program effectiveness.
- ♦ Promote and support WABA in developing effective local, county, and state programs.
- ♦

**AND, AS A WABA VOLUNTEER, I WILL NOT:**

- ♦ Use vulgar or inappropriate language.
- ♦ Solicit gratuities, gifts or bequests for personal or professional benefit.
- ♦ Use or be under the influence of illegal drugs.
- ♦ Consume or be under the influence of alcohol or consume tobacco at WABA events.
- ♦ Discriminate on the basis of race, color, religion, sex, age, national origin, marital status or disability, or sexual orientation.

I have read and agree to abide by the WABA Volunteer Code of Conduct.

Signature

Date

*Some of the policies in this code were adapted from materials by the Virtual Volunteering Project, <http://www.serviceleader.org/vv/>, part of the RGK Center for Philanthropy and Community Service, at the University of Texas at Austin's LBJ School of Public Affairs.*