Code of Conduct Termination Policy for Volunteers

The TAPAA Foundation values the contributions of all volunteers and is committed to providing a positive and productive environment. However, there may be instances where it becomes necessary to terminate a volunteer's role due to violations of the Code of Conduct or other serious issues. This policy outlines the procedures and criteria for termination of volunteer positions.

1) Definitions

A) **Suspension** – You will temporarily be prohibited from volunteering at any venue for the length of time listed on the discipline chart.

B) **Probation** – During the probationary period, you may only volunteer at events where a TAPAA Foundation Board Member is present and actively participating..

C) **Termination** – Your membership with the TAPAA Foundation will be permanently revoked, and you will no longer be eligible to volunteer with the organization.

2) Grounds for Suspension, Probation or Termination

A) **Violation of Code of Conduct:** Serious or repeated violations of The TAPAA Foundation's Code of Conduct, including but not limited to unprofessional behavior, theft, drug or alcohol use while volunteering, breaches of confidentiality and physical abuse or confrontations.

B) **Insubordination:** Constant refusal or failure to follow reasonable directives or instructions from staff or designated volunteer coordinators/leads.

C) **Absenteeism:** Unexcused or excessive absences and cancellations that impact the operations of the Foundation or failure to adhere to agreed-upon volunteer schedules without valid reasons.

D) **Misuse or theft of Resources:** Unauthorized use or misappropriation of Foundation resources, including equipment, materials, or financial resources.

E) **Behavioral Issues:** Conduct that is harmful, disruptive, or damaging to the reputation of The TAPAA Foundation, including illegal activities, substance abuse, physical altercations or abuse of any kind.

3) Termination Procedure

A) **Investigation:** Upon identification of a potential issue, an investigation will be conducted to gather all relevant information. This may involve interviews with the volunteer, staff, and any other relevant parties.

B) **Notification:** If the investigation supports the need for suspension, probation or termination, the volunteer will be notified in writing. The notification will include the reason(s) for termination, probation or suspension, effective date, and any relevant details.

C) **Opportunity to Respond:** The volunteer will be given an opportunity to respond to the concerns raised. This response will be considered in the final decision-making process.

D) **Final Decision:** A final decision regarding suspension, probation or termination will be made by the TAPAA Foundation Board of Directors based on the investigation findings, the volunteer's response, and any other pertinent information. This decision will be communicated to the volunteer in writing.

4) Appeals Process

A) **Right to Appeal:** Volunteers have the right to appeal the termination decision. Appeals must be submitted in writing to a TAPAA Foundation Board Member within 10 days of receiving the termination notice.

B) **Appeal Review:** The TAPAA Foundation Board of Directors will review the appeal and may conduct further investigations if necessary. The volunteer will be notified of the appeal decision in writing upon completion of the review.

5) Discipline Chart

Infraction	# of Occurrences	Resulting Discipline
No Call No Show	1	3 month suspension
	2	6 month suspension
	3	Termination
Verbal Confrontation	1	1 month suspension
	2	6 month suspension
	3	Termination
Physical Confrontation	1	Termination
Theft of Property	1	Termination
Volunteering Impaired By Drugs or Alcohol	1	Termination
Use of Drugs or Alcohol During an event	1	Termination
Minor Violations of the same rule	1	A Conversation with Board Member
	2	Written warning and Probation
	3	One month suspension
	4	Boards Decision based on severity

Acknowledgment

By participating as a volunteer with The TAPAA Foundation, you acknowledge that you have read, understand, and agree to the terms of this Code of Conduct Termination Policy. Your cooperation helps ensure that the Foundation remains a positive and effective organization for all involved.

Volunteer Name: _____

Signature: _____

Date: _____