

Code of Conduct

Welcome to The TAPAA Foundation! As a volunteer, you are a crucial part of our mission to raise donations for organizations who support up and coming athletes and performing artists. To ensure a positive, productive, and respectful environment, all volunteers are required to adhere to this Code of Conduct. This policy is designed to provide guidelines for behavior and decision-making while you are engaged in volunteer activities.

1) Policy Statement

The TAPAA Foundation Volunteer Code of Conduct defines what we expect as an organization from all TAPAA volunteers, whatever their role. This is not an exhaustive list, but sets out clear expectations of the conduct and behavioral standards required by TAPAA to ensure fair, consistent, reasonable and non-discriminatory treatment. Any conduct issues that may arise which are not covered by this document will be discussed by the Board of Directors, and any disciplinary actions needed will be at the discretion of The TAPAA Foundation Board of Directors.

2) When does this code of conduct apply?

This Code of Conduct applies to all volunteers when:

- A) Carrying out volunteering activities (including when attending events, training and other TAPAA volunteer activities) for the duration of the event, including socializing on site after an event has been completed.
- B) When travelling to and from any TAPAA event with other volunteers.
- C) While wearing TAPAA branded clothing
- D) When identified as a TAPAA volunteer online, including social media.
- E) When the behavior or action of a TAPAA volunteer may directly or indirectly affect the safety of others within the TAPAA and or the reputation of the organization.

3) Who does this code of conduct apply to?

All persons engaged in volunteering for The TAPAA Foundation in any role.

4) Code of Conduct

A) Professionalism and Respect

I) **Respectful Interactions:** Treat all individuals, including fellow volunteers, staff, beneficiaries, and members of the public, with dignity and respect. Avoid any behavior or language that could be perceived as discriminatory, harassing, or offensive.

II) **Confidentiality:** Respect the confidentiality of all sensitive information, including personal data about individuals and any proprietary information related to The TAPAA Foundation's operations.

B) Commitment and Responsibility

I) **Attendance and Punctuality:** Commit to your scheduled volunteer hours and notify the appropriate contact person if you are unable to attend or will be late. Reliable attendance is crucial to volunteering at all of our venues.

II) **Responsibility:** Perform your duties to the best of your ability and in accordance with the training and guidelines provided. If you encounter challenges or need assistance, seek guidance from your lead.

III) **Safety and Health:** Adhere to all safety guidelines and procedures. Report any safety concerns, accidents, or incidents immediately to your lead. Prioritize your own health and well-being and seek support if needed.

5) Conduct and Behavior

A) **Positive Attitude:** Approach your volunteer work with enthusiasm and a positive attitude. Strive to contribute constructively to the goals of The TAPAA Foundation.

B) **Personal Conduct:** Avoid any behavior that could negatively impact The TAPAA Foundation's reputation. This includes avoiding illegal activities, substance abuse, and inappropriate behavior while representing the Foundation.

As a volunteer, you cannot:

I) Use, possess or be under the influence of alcohol or drugs while volunteering at an event or while representing TAPAA in any manner.

II) Use, possess or be under the influence of illegal drugs

III) Touch, harass, or make unwanted advances towards any volunteers, customers or anyone associated with the venue or NPO services.

IV) Accept cash payments for anything other than a tip. Cash tips shall be put in a tip jar or given directly to the lead, depending on the venue. If you feel there are extenuating circumstances that may make taking a cash payment acceptable, you must get approval by the lead prior to accepting the cash.

V) Give friends and/or family who come to the venue as a customer free alcohol. All Gratis items must be approved by the lead prior to giving them out.

C) **Boundaries:** Volunteers shall maintain appropriate boundaries and exercise reasonable and appropriate interactions with others. This includes other volunteers, customers, and anyone associated with the venue or NPO services.

D) **Appearance:** Volunteers must maintain a clean and well kept appearance.

E) **Confrontations:** Unless protecting a fellow volunteer from physical harm from a drunk or unruly customer, volunteers must refrain from having any verbal or physical confrontations with anyone while representing the organization. This includes but is not limited to customers, other volunteers, NPO Coordinators and employees or staff members from the participating venue.

6) Communication

A) **Effective Communication:** Communicate clearly and effectively with fellow volunteers, staff, and beneficiaries. Address any concerns or issues through the appropriate channels and provide constructive feedback when necessary.

B) **Social Media and Public Statements:** Be mindful of how you represent The TAPAA Foundation in social media and public forums. Avoid making statements or sharing information that could misrepresent or damage the Foundation's reputation.

7) Disciplinary Action

A) **Consequences:** Failure to comply with this Code of Conduct may result in disciplinary action, which can include suspension, probation or termination of your volunteer role. Actions will be taken in accordance with the severity of the violation and the Foundation's termination policies listed in the attached Code of Conduct Termination Policy for Volunteers document.

Acknowledgment

By signing this Code of Conduct, you acknowledge that you have read, understand, and agree to adhere to these guidelines while volunteering with The TAPAA Foundation. Your commitment to these standards helps ensure a positive and effective environment for everyone involved.

Volunteer Name: _____

Signature: _____

Date: _____

TAPAA Foundation Representative: _____