

POLICY OF ANDERSON ISLAND HISTORICAL SOCIETY

VOLUNTEER CODE OF CONDUCT

Volunteers are essential to the mission and daily operations of our organization. To create a welcoming, safe and respectful environment for all volunteers at the Johnson Farm and for users of AIHS facilities, volunteers are required to comply with AIHS policies, safety procedures, supervisor instructions, and standards of respectful conduct. This Code applies whenever volunteers are performing volunteer duties, representing AIHS, participating in AIHS activities or events, using AIHS property or resources, or communicating about AIHS business. All volunteers agree to the following standards:

Respectful Behavior. Volunteers shall:

- Treat all volunteers, staff, board members, and visitors with courtesy and respect. Respectful behavior includes refraining from harassment, discrimination, intimidation, bullying, threats, retaliation, profanity directed at another person, and personal attacks.
- Avoid raising your voice, using aggressive language, or engaging in confrontational behavior. Disagreements should be addressed by focusing on facts, tasks, safety, policies, or procedures rather than on personal characteristics, motives, or attacks.
- Listen actively and communicate concerns calmly. Volunteers should take concerns to the designated supervisor or reporting contact rather than attempting to resolve conflicts through gossip, public criticism, repeated confrontation, or exclusionary conduct.

Safety and Professionalism. Volunteers shall:

- Follow all safety guidelines and instructions provided by staff or supervisors. Volunteers must not perform tasks for which they have not been trained or authorized and should ask for help before using unfamiliar tools, equipment, materials, or facilities.
- Report unsafe conditions or incidents immediately. In an emergency or imminent safety situation, volunteers should first take reasonable steps to protect personal safety and contact emergency services when appropriate.
- Maintain appropriate boundaries with staff, volunteers, and visitors. Appropriate boundaries include respecting personal space, privacy, confidentiality, roles, and the authority of staff, supervisors, and Board-designated leads.

Teamwork and Collaboration. Volunteers shall:

- Work cooperatively with others and support a positive environment. Volunteers should accept directions and feedback from the designated supervisor or Board-approved lead for the activity. If you are unsure about a task, ask your supervisor. If you have agreed to work

at an event or perform a task, inform your supervisor as soon as possible if you are unable to fulfil the commitment.

- Respect the roles and responsibilities of staff and board members. Volunteers should not speak or act on behalf of AIHS, commit AIHS resources, authorize expenditures, direct other volunteers, or make representations to members, visitors, vendors, donors, or the public unless authorized to do so.

Integrity and Responsibility. Volunteers Shall:

- Be honest and reliable in fulfilling volunteer commitments. Volunteers should accurately report volunteer time, incidents, safety concerns, and other information provided to AIHS. If you agree with your supervisor that you will shop for supplies, tools or materials, make sure all fields on the reimbursement form are complete and attach your receipts.
- Use organizational property, tools, and spaces responsibly. AIHS property, records, equipment, tools, spaces, passwords, keys, access privileges, and confidential information may be used only for authorized AIHS purposes and must be returned, secured, or discontinued when volunteer service ends or when requested by AIHS. Volunteers must protect confidential, private, sensitive, or nonpublic information learned through volunteer service and may share it only with people authorized by AIHS or as required by law.

Zero Tolerance for Harassment or Discrimination

Harassment, discrimination, intimidation, or threatening behavior of any kind is prohibited. This prohibition includes conduct based on any personal characteristic protected by law and includes sexual harassment, unwelcome physical contact, slurs, insults, jokes, repeated unwanted communications, stalking, threats, or conduct that creates a hostile or intimidating environment.

Reporting Concerns

Volunteers should report concerns or incidents promptly using the organization's reporting procedure. Concerns may be reported to the President, any Board officer, the designated supervisor, or another person identified in the AIHS Conflict Resolution and Reporting Procedure, Policy 2026-28. Volunteers who report concerns in good faith, participate in a review, serve as witnesses, or support another person's report must not be subjected to retaliation.

Consequences

Failure to follow this Code of Conduct may result in coaching, reassignment, or removal from volunteer service.

Adopted by the Board of Directors of AIHS Date: 9/9/2026

Robert Bedoll, President