

POLICY OF ANDERSON ISLAND HISTORICAL SOCIETY

VOLUNTEER CODE OF CONDUCT

Volunteers are essential to the mission and daily operations of our organization. To ensure a safe, respectful, and productive environment for everyone, all volunteers agree to the following standards:

Respectful Behavior

- Treat all volunteers, staff, board members, and visitors with courtesy and respect.
- Avoid raising your voice, using aggressive language, or engaging in confrontational behavior.
- Listen actively and communicate concerns calmly.

Safety and Professionalism

- Follow all safety guidelines and instructions provided by staff or supervisors.
- Report unsafe conditions or incidents immediately.
- Maintain appropriate boundaries with staff, volunteers, and visitors.

Teamwork and Collaboration

- Work cooperatively with others and support a positive environment.
- Ask for clarification when unsure about tasks or expectations.
- Respect the roles and responsibilities of staff and board members.

Integrity and Responsibility

- Be honest and reliable in fulfilling volunteer commitments.
- Notify your supervisor if you cannot attend a scheduled shift.
- Use organizational property, tools, and spaces responsibly.

Zero Tolerance for Harassment or Discrimination

Harassment, discrimination, intimidation, or threatening behavior of any kind is prohibited.

Reporting Concerns

Volunteers should report concerns or incidents promptly using the organization's reporting procedure.

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:_____

Robert Bedoll, President