



Connecting People & Neighborhoods

## ASHBY VILLAGE MEMBER

## CODE OF ETHICS

- Volunteers are Neighbors – unlike folks who are doing it for the money, our volunteers are helping because they want to give back to their community (and to you personally). A **genuine thank you** goes a long way!
- Members are asked not to share the names and phone numbers of volunteers with anyone.
- All requests for the services of our volunteers must originate from the Ashby Village office. Volunteers are not to accept any requests directly from members.
- Members are asked not to offer cash, gifts or loans of any kind to volunteers, other than as outlined in the Driver Reimbursement Policy on page 23.
- Many of our volunteers are small business owners, and they have agreed not to promote their businesses to members. Please let the office know if a volunteer is not adhering to this policy.
- Ashby Village **respects the cultural, religious and political values of its volunteers.** Members agree to refrain from attempting to impose their personal values and viewpoints on volunteers.
- Be aware that volunteers do not do tasks that require professional training or special expertise, and that volunteers are not to perform any task that they (or Ashby Village) regard as unsafe or feel unqualified to do. Members are not eligible for compensation (from the volunteer or Ashby Village) should personal injury or property damage result from a volunteer performing (in a reasonable manner) a service the member requested.
- Members are responsible for providing a safe and sanitary environment in which volunteers are to work, and for removing from the volunteer work area any item of significant value that is fragile, breakable, easily damaged or might pose a danger to the safety of a volunteer.

- Members and volunteers are required to comply with Ashby Village Discrimination and Harassment Policy, and to report within 60 days any violation of these policies to Ashby Village Executive Director.

### **Ashby Village Discrimination and Harassment Policy**

Sexual harassment and discrimination are prohibited behavior and against Ashby Village policy. Ashby Village is committed to providing a work environment free of inappropriate and disrespectful behavior, intimidation, communications and other conduct directed at an individual because of their sex, race or another protected classification.