



2300 John St., #20
Thornhill, ON L3T 6G7
647.502.6319

Volunteer Code of Conduct

Policy Brief & Purpose

As a volunteer you are a representative of Envision Robotics and an important part of our team! Our Code of Conduct policy outlines the expectations regarding a volunteers' behavior towards current and prospective students, their parents, the public, and fellow colleagues.

We promote freedom of expression and open communication. But we expect all staff to follow our code of conduct. Staff should avoid offending, participating in serious disputes and disrupting our workplace. We also expect staff to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all our staff regardless of employment agreement or rank.

Volunteers are bound by our Code of Conduct while performing their duties.

The components of our Code of Conduct below:

1. Compliance with law

- All staff must protect our company's legality. We expect staff to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

2. Respect in the workplace

- All staff should respect their colleagues, our current and prospective customers. We won't allow any kind of discriminatory behavior, harassment or victimization.

3. Protection of Company Property

- All staff should treat our company's property, whether material or intangible (i.e., digital, licenses), with respect and care.
- Staff:
 - Shouldn't misuse company equipment or use it frivolously.
 - Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Staff should use them only to complete their job duties.
 - Staff should protect company facilities and other material property (e.g. robot platforms, tablets, laptops, etc.) from damage and vandalism, whenever possible.

4. Professionalism

- All staff must show integrity, fairness, respect, dignity, and professionalism in the workplace
- All staff should dress in attire appropriate for working with youth
- Avoid and minimize physical contact with youth
- Encourage people to speak up about issues related to personal or Group safety that concerns them.



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- Personal devices such as phones, tablets, and laptops should be stored; request a short break if you need to access your phone/tablet for messages, to arrange pick-up, etc.
- I WILL NOT EVER:
 - Behave in such a way that anyone could misinterpret my actions no matter how well-intended
 - Engage in any form of inappropriate relationship with youth or exploit them in any way
 - Ignore or trivialize abuse, harassment, bullying, hazing or bad behaviour
 - Have one to one contact with youth online or in-person
 - Swear or use inappropriate language in front of youth
 - Use punishments and discipline that are demeaning, embarrassing or degrading
 - Engage in inappropriate conduct or behavior with youth, including suggestive remarks threats, even in fun.

5. Job duties and authority

- All staff should fulfill their job duties with integrity and respect toward customers, and other staff
- Managers mustn't abuse their authority; we expect them to delegate duties to their team members taking into account their competences and workload.
- Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

6. Absenteeism and tardiness

- Staff should follow their schedules. We can make exceptions for occasions that prevent staff from following pre-scheduled days.
- But, generally, we expect staff to be punctual when coming to and leaving from work.

7. Collaboration

- Staff should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

8. Communication

- All staff must be open for communication with their colleagues, managers, and team members.

9. Disciplinary actions

- Our company may have to take disciplinary action against staff who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.
- Possible consequences include:
 - Reprimand.
 - Suspension or termination for more serious offenses.

Volunteer Signature _____ Grade: _____

Parent Signature _____ Date: _____