



Portland Audubon Volunteer Code of Conduct

Background

Portland Audubon is an Oregon nonprofit organization created to promote the understanding, enjoyment and protection of native birds, other wildlife and their habitats. Portland Audubon's mission is: "To inspire all people to love and protect birds, wildlife, and the natural habitats on which all life depends."

To achieve its purpose and mission, Portland Audubon relies to a significant extent on staff and volunteers to carry out these activities.

As used in this Code of Conduct, a "volunteer" is anyone who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of Portland Audubon.

A volunteer serves as a representative of Portland Audubon and at the sole discretion of Portland Audubon. As such, a volunteer shall act in a manner that is consistent with Portland Audubon's purposes and policies and serves Portland Audubon's best interests. Failure to comply with this requirement may result in termination as an Audubon volunteer for one or more specific tasks.

Portland Audubon does not discriminate on the basis of race, ethnicity, gender, disability, religion, sexual orientation or identity, or age. Volunteers are expected to adhere to this same standard in the course of carrying out volunteer duties.

Code of Conduct

As a Portland Audubon volunteer:

1. I will strive to further Portland Audubon's purposes and policies and serve Portland Audubon's best interests.
2. I will adhere to Portland Audubon's Community Agreements while I am volunteering at Portland Audubon. They can be found in the Volunteer Handbook, Better Impact and on our website under the volunteer tab [here](#).
3. I will follow all rules and policies set forth by a Portland Audubon employee or supervising volunteer. If I am unsure, I will ask about rules and policies.
4. I understand and accept that as a volunteer, I am not authorized to establish policy on behalf of Portland Audubon or to obligate Portland Audubon in any manner.
5. I will keep personal opinions and actions separate from those made as a representative of Portland Audubon.
6. I will not represent Portland Audubon in any matter for which I have, or may have, a conflict of interest, be it personal, employment related, or out of loyalty to a third party. I accept that I have a duty to disclose, and I agree to disclose, any conflict or potential conflict of interest to the employee or supervising volunteer leading my volunteer work.
7. I will work cooperatively as a team member with Portland Audubon employees, volunteer leaders and other volunteers.
8. I will maintain and respect the confidentiality of Portland Audubon, its employees and volunteers, and community members with whom I come in contact while serving as a Portland Audubon volunteer. I agree not to share contact or other personal information about a volunteer with another volunteer or the general public without the express consent of all parties involved.
9. I will display respect and courtesy and exhibit good conduct towards all people with whom I come in contact. I will use kind and inclusive language and actions with all visitors, members, fellow volunteers and staff.
10. I will model behavior that honors Portland Audubon's nondiscrimination policy and respects the human rights of all people.
11. I will inform my immediate volunteer supervisor of issues, concerns, conflicts or grievances within the programs in which I volunteer. If either

party is not satisfied we will meet with the Volunteer Manager. If after a facilitated meeting with me, the Volunteer Manager and the appropriate staff person I am still not satisfied, I can request the corresponding Department Director help resolve the conflict.

12. I understand that if my volunteer supervisor has a concern about my behavior they will first address it verbally, then in written form. If either party is not satisfied we will meet with the Volunteer Manager.
13. I will abide by current health and safety practices, and be aware of the safety of others. I understand that the Wildlife Care Center and Sanctuary volunteer work may require that I adhere to additional safety standards and measures.
14. I will not consume or be under the influence of alcohol or illegal drugs while performing volunteer work for Portland Audubon.
15. I understand that reimbursement requested for any expenses incurred personally are subject to approval by the appropriate Audubon manager.
16. Unless otherwise directed, I will wear my volunteer uniform (shirt and name tag) when I am interacting with the public.
17. I will not accept gratuities or gifts when engaged in volunteer activities.
18. I understand that I will receive training on financial procedures if I handle cash or credit cards at events.
19. I understand that Portland Audubon requires volunteers who work with sensitive data (i.e. personal information, etc.), money, children or animals or visit people's yards to undergo a complete background check prior to beginning volunteer service. (The background check process is primarily looking for convictions for violent crime, child molestation and other sex offenses, as well as financial crimes such as theft above the third degree. I may confidentially discuss concerns with the Volunteer Manager about previous incidents. Learning more about the offense, timing, and restitution can help determine my eligibility).

I have read and understand the Portland Audubon Volunteer Code of Conduct and agree to abide by the statements above.