Volunteer Code of Conduct / Policies and Procedures

Kips Bay Boys & Girls Club ("KBBGC") prides itself on providing quality programs. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

As a Volunteer of Kips Bay, I accept and will adhere to the following standards of behavior when engaged in activities relating to my position. I understand that KBBGC may terminate my Volunteer engagement at any time for any reason, including for failure to follow this Code of Conduct:

- I will represent KBBGC programs with dignity and pride by being a positive role model;
- I will participate in required training programs and use the recommended policies and procedures;
- I will accept supervision and support from professional KBBGC staff;
- I will preserve the confidentiality of information about program participants and KBBGC internal affairs that has been entrusted to me;
- I will maintain a respectful and professional relationship with everyone encountered through KBBGC activities;
- I will not engage in any discriminatory or harassing behavior based on a person's race, age, gender, sex, sexual orientation, national origin, religion, disability, marital status, citizenship status, or any other category protected by law and immediately report any such conduct to my supervisor and/or Human Resources.
- I will not commit illegal or unprofessional acts;
- I will not attend or participate in any programs, event or activity sponsored by or associated with KBBGC under the influence of alcohol or drugs
- I will avoid use of KBBGC Volunteer status for personal, business or financial gain.
- I will follow all KBBGC rules and procedures regarding appropriate contact and relationship with KBBGC clients.