



## Volunteer Program Code of Conduct

(Effective: March 2020)

This Code of Conduct is intended to assist the volunteers of Meals on Wheels OC in avoiding situations that could compromise the integrity, independence, and reputation of Meals on Wheels OC and its decision-making processes or public confidence. It is presumed that this Code of Conduct will be in addition to good judgment since it cannot contemplate all possible situations of actual or potential conflict of interest. All situations in which personal interests conflict or appear to conflict with Meals on Wheels OC should be avoided. (The appearance of a conflict can be just as detrimental to the reputation of our organization as a definite conflict.)

All Meals on Wheels OC volunteers must adhere to the following:

1. Volunteers may only use the name, logo, endorsement, services, or property of Meals on Wheels OC when authorized. When authorized, volunteers will only use the aforementioned to advance the mission of the organization, in conformance with policy.
2. Any volunteer seeking financial or other resources in the name of the Meals on Wheels OC, must do so with our full knowledge and in compliance of Meals on Wheels OC's policy and guidelines for fundraising.
3. A volunteer may not accept personal gifts or gratuities from a client in exchange for volunteer service.
4. Volunteer association with Meals on Wheels OC during public events and otherwise, may only be used with the sole intention of advancing the mission of the organization. A volunteer may not utilize Meals on Wheels OC affiliation in connection with the promotion of partisan politics, religious matters, business or financial gain, or positions on any issue in conflict with the policies and ethics of Meals on Wheels OC.
5. Volunteers must maintain the confidentiality and privacy standards of Meals on Wheels OC. A volunteer may not disclose or use confidential or proprietary information of Meals on Wheels OC or its clients, without consent of Meals on Wheels OC.
6. Volunteers may not use information regarding or acquired as a result of Meals on Wheels OC relationships with corporations, or government agencies, or their employees or other sources to buy, sell, or otherwise make transactions of stock, securities or other assets of corporations, their subsidiaries, or competitors or otherwise act for personal benefit or gain themselves or their relatives, friends or business associates.
7. If driving for Meals on Wheels OC, volunteers must have a current Driver's License, current auto insurance, and abide by all California Driving Law/Regulations.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_