



### **Badger Honor Flight Volunteer Code of Conduct (V2020)**

Badger Honor Flight (BHF) is a regional affiliate of the National Honor Flight Network. The purpose of the Honor Flight Network is to ensure that World War II, Korean War, Vietnam War and terminally ill veterans from any conflict have the opportunity to see the memorials that have been erected in their honor.

Participation in BHF programs is subject to the observance of the organization's rules, procedures, and policies. The BHF Volunteer Code of Conduct (the "Code of Conduct") is set forth for the protection of our veterans, volunteers and BHF. BHF invites volunteers without regard to race, gender, religion, national origin, age, or disability. Participation as a BHF volunteer is open to all those who possess the qualities necessary to become an effective volunteer.

The manner in which volunteers conduct themselves should create a favorable and lasting impression of Badger Honor Flight. The continued success of BHF depends on the quality, integrity, expertise, and professionalism of all our volunteers. The following Code of Conduct provides guidance to our volunteers and Board of Directors:

#### **Volunteer Code of Conduct**

- Volunteer service should be undertaken for the benefit of our veterans and not for personal gain, other than the intrinsic reward that comes from such participation.
- Volunteers are not entitled to any form of compensation (monetary or otherwise) from BHF, Veterans, fellow volunteers, sponsors, and/or affiliates for their service hours.
- Volunteers respect the confidentiality of all information associated with BHF.
- Volunteers adhere to BHF's Confidentiality Agreement.
- No political or other affiliations may be made when representing BHF.
- Volunteers are required to purchase and wear the designated BHF volunteer t-shirt when volunteering. In addition, volunteers are to be dressed in a presentable and appropriate manner.
- BHF Board of Directors or designated Point of Contact have the right to remove or relocate a volunteer based on performance and the needs of the organization. The Board of Directors is always available to discuss any changes or problems.
- If you or another volunteer are injured while volunteering, you should immediately seek out any BHF Board of Director or Point of Contact for assistance.



- Conducting non-BHF business such as canvassing, collection of funds, pledges, circulation of petitions, solicitation of members, or any other similar types of activity, is strictly prohibited.
  
- Volunteers observing any unsafe or inappropriate behavior by other participants, including but not limited to volunteers, veterans, guardians, guests, should contact the Board of Directors or Point of Contact.
- All volunteers will conduct themselves in a professional manner including, but not limited to the following:
  - Treat all veterans, sponsors, partners, and fellow volunteers with respect and promote an inclusive environment;
  - Use BHF materials only for their intended purpose;
  - Resolve interpersonal conflict in a respectful manner;
  - Accept guidance from Board of Directors or Point of Contact;
  - Endeavor to be flexible in accepting assignments;
  - Perform assigned responsibilities willingly and courteously to the best of their ability;
  - Understand and support the purpose, structure, and mission of BHF as well as decisions made by its Board of Directors;
  - Provide timely notification to relevant Point of Contact when they are unable to perform or complete duties; and
  - Document volunteer time on provided Volunteer Log platform.

### **Harassment Policy**

BHF is dedicated to ensuring a safe and supportive environment. All volunteers, including Directors, are strictly prohibited from engaging in conduct that can be considered harassment, sexual or otherwise, toward other participants. Harassment consists of unwelcome or unsolicited verbal, physical, or sexual conduct, as perceived by the recipient. For example, sexual harassment may include sexual jokes and physical touching of a sexual nature. Any person who believes they have experienced harassment should report the incident to either the Board of Directors or the Point of Contact. The BHF Board of Directors will investigate the incident. If the Board determines in its sole discretion that the conduct is harassment, the volunteer in question will be removed.