



## ARTISTS CREATING TOGETHER CODE OF CONDUCT

### *Volunteer Summer Cohort*

All members of the Volunteer Summer Cohort agree to act in a manner to benefit Artists Creating Together (ACT) and all of its constituents at all times and places, including, but not limited to:

- 1) Being positive advocates for ACT programs and operations:
  - a. Positively represent ACT's participants, families, employees, independent contractors, and volunteers in any public venue, including, but not limited to: verbal communications, written documents, and personal presentations.
  - b. Positively represent ACT in all communications with participants, families, independent contractors, volunteers, media, or the public:
    - i. In the case of media contact, refer to ACT staff for approval and coordination.
- 2) Presenting appropriately for all volunteer activities:
  - a. Arrive on time to the start of all volunteer shifts.
  - b. In the case of any absence or tardiness, notify ACT staff as soon as possible so that appropriate accommodations can be made.
  - c. Wear appropriate attire for all assignments, including being neat and clean in appearance. Strong perfumes, cologne, and body sprays are not permitted, due to sensitivity (allergies, illness) of participants.
  - d. Utilize "People First Language" (article provided at Orientation) and inclusive materials and activities in all communications and experiences.
- 3) Communicating all concerns or problems within 24 hours of becoming aware of issue (or providing immediate notification in the case of any emergency) to ACT staff. The completion of an Incident Report may be necessary in the case of a serious incident.
- 4) Not soliciting from other volunteers, staff, or participants.
- 5) Being respectful and acting professionally in your interactions with all fellow volunteers in the Summer Cohort, on your volunteers shifts, and in your interactions with all ACT Staff and participants.
- 6) Following all guidelines, policies, and procedures outlined in the Volunteer Handbook.

I agree to all of the above requirements of conduct and to any other stipulations that may be added from time to time. I understand that failure to adhere to this code is considered a breach of the conditions upon which I was accepted into the Volunteer Summer Cohort program and could result in immediate termination of my status as an approved volunteer and dismissal from said program.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ACT Staff Person Approval Signature: \_\_\_\_\_