

UMCOR Sager Brown Volunteer Program Code of Conduct Standards

Welcome to UMCOR Sager Brown!

We are committed to fostering a safe, respectful, and inclusive environment for all individuals on our campus—including staff, volunteers, and visitors. These Code of Conduct Standards outline the expectations for behavior and help ensure a positive experience for everyone. Please read carefully and sign at the end to acknowledge your understanding and agreement.

1. Anti-Discrimination, and Anti-Harassment

UMCOR Sager Brown strictly prohibits discrimination and harassment based on any protected characteristic, including but not limited to:

- Race, color, religion
- Sex, gender identity, sexual orientation
- Pregnancy, national origin
- Disability, age
- Military or veteran status
- Genetic information

Harassment includes any unwelcome conduct—verbal, nonverbal, or physical—that interferes with a person's ability to participate in volunteer activities or creates a hostile environment.

Examples include:

- **Verbal:** Sexual advances, suggestive comments, offensive jokes, threats
- **Nonverbal:** Obscene gestures, leering, offensive online content
- **Physical:** Unwelcome touching, patting, brushing against the body

Harassment based on gender, even if not sexual in nature, is also prohibited. All individuals are expected to uphold these standards, and violations may result in disciplinary action, including dismissal from the volunteer program.

UMCOR Sager Brown respects gender identity and therefore permits all guests to request housing based on their gender identity. Personal information shared with UMCOR Sager Brown about your gender identity will be kept confidential. UMCOR Sager Brown will also provide, when possible, reasonable accommodations for individuals who need more privacy or have safety concerns. If there are any concerns with housing assignments, please contact Amy Fuselier, Director of Relief Supplies at AFuselier@umcor.org or by phone at 337.420.7038.

2. Respectful and Inclusive Behavior

- Treat everyone with courtesy, dignity, and respect.
- Bullying, intimidation, or any form of mistreatment is strictly prohibited.
- Promote inclusivity and refrain from discriminatory behavior of any kind.

3. Prohibited Conduct

- **Sexual or Suggestive Behavior:** Any inappropriate behavior toward staff, volunteers, or participants is not allowed.
- **Illegal Substances:** Possession or use of illegal drugs is strictly prohibited.
- **Alcohol Use:** Alcohol is not permitted on campus.
- **Tobacco Use:** Smoking and tobacco use are only allowed in designated areas:
 - Behind Jubilee Hall
 - Between Dixon Rabb and the Cafeteria
 - Outside the Depot near the picnic table
- **Weapons:** Firearms and other weapons are not allowed on the property.

4. General Conduct Expectations

- **Respect for Property:** Vandalism, theft, or damage to facilities will result in removal and possible legal action.
- **Noise Control:** Maintain appropriate noise levels to respect others and the surrounding community.

5. Health and Safety

- **Medical Emergencies:** Call 911 and then notify a staff member immediately. First aid is available on-site.
- **Emergency Procedures:** Familiarize yourself with emergency exits and follow staff instructions during emergencies.

6. Social Media Conduct

If Volunteers and/or participants use social media, they are expected to use it responsibly and respectfully. The following guidelines apply:

- Do not post content or images involving UMCOR Sager Brown, its management, employees, volunteers, beneficiaries, or vendors that are vulgar, obscene, threatening, knowingly or recklessly false, or hateful.
- Avoid any posts that violate UMCOR Sager Brown's policies against discrimination, harassment, or hostility based on age, race, religion, sex, sexual orientation, ethnicity, nationality, disability, or any other protected class or characteristic.
- Do not disparage UMCOR Sager Brown's products or services, or those of its vendors, partners, or constituents.
- Always consider how your online presence reflects UMCOR Sager Brown and its values.

7. Reporting and Accountability

- If you witness or experience a violation of these standards, report it immediately to the Amy Fuselier, Director of Relief Supplies at AFuselier@umcor.org or by phone at 337.420.7038 or their designee.

8. A Higher Standard of Conduct

All of us are created in the image of God and even behavior that does not meet the legal definition of harassment may still violate UMCOR's values. Harmful conduct—such as ridicule, humiliation, intimidation, or denigration—is unacceptable. We expect all individuals to treat one another with dignity and respect at all times.

These standards apply to all individuals on campus and extend to any protected characteristics recognized by applicable federal, state, or local laws.

Acknowledgment

By volunteering with UMCOR Sager Brown, you agree to uphold the Code of Conduct Standards. Violations may result in disciplinary action, including dismissal from the volunteer program.

Signature: _____

Name (Print): _____

Date: _____