



TURKISH SOCIETY OF CANADA (TSC)

Volunteer Code of Conduct

Objectives of the Society

- to increase support in the Turkish Community,
- to create visibility of the Turkish Canadian Community in Canada,
- to organize cultural, social and artistic activities for the Turkish Canadian Community members,
- to represent the Turkish Community and Culture in Canada the best way possible.

Personal Conduct

a) Dress Code

Volunteers shall dress appropriately at the events as per the instructions give by the event leader. As a rule of thumb, all volunteers should be attired modestly as far as the nature of the voluntary work allows, and refrain from clothing with offensive or objectional material.

b) Personal and Public Communication

Volunteers shall exercise discretion in any personal communication regarding their assignment or other related persons and issues. They shall not speak to the press or media without permission and guidance from the Turkish Society of Canada Board of Directors.

Volunteers shall exercise extreme discretion in posting personal comments about the TSC events, or the community on new media and social media platforms such as weblogs (or blog), podcasts, Facebook, Twitter, etc. Offensive or unwarranted negative comments may result in disciplinary action. Volunteers shall contact TSC Board of Directors if they require advice on such communication.

c) **Personal Behaviour**

All relationships with event participants or other volunteers shall be on a professional basis. At no time may volunteers engage in sexual activity with a child (a person under the age of 18 regardless of the legal age of consent).

d) **Unlawful Behaviour**

TSC will not condone any conduct or pattern of behaviour or any criminal behaviour, which may or may not incur risk of injury, physical harm to self or others or presents a substantial possibility of loss or destruction of property. This will result in termination of the volunteers' involvement with TSC.

Professional Conduct

a) **Collaboration and communication**

Volunteers should maintain cordial relationships and collaborate with staff, other volunteers event participants with the highest standards of professional courtesy. Volunteers should communicate sensitively and in ways appropriate to existing cultural norms.

b) **Decorum**

Volunteers should exercise care in their language, gestures and attitudes, ensuring that they do not act in such a manner that is harmful to others or embarrassing and disparaging to TSC. The use of abusive language or calling of offensive names or making of inappropriate remarks is strictly prohibited as is intimate or inappropriate physical contact.

Volunteers must uphold respect for privacy.

Volunteers must ensure safety to oneself and to others at all times.

c) **Conflict of Interest**

Volunteers should avoid any personal, financial, conflict or other interests that might hinder their capability or willingness to perform their assigned duties. Volunteers are expected to avoid situations which may have conflict of interest with the organization (e.g. other commitments, roles in other organizations). If any potential area of conflict arises, please consult with any member of the TSC Board of Directors.

d) **Punctuality and Absenteeism**

Volunteers are expected to perform their duties punctually and as assigned. When expecting to be absent from scheduled duty, volunteers shall inform the event lead

as far in advance as possible so that alternative arrangements may be made. Continual absenteeism will result in a review of the volunteer's involvement.

e) **Confidentiality**

Volunteers are expected to maintain the confidentiality of all proprietary or privileged or personal information to which they are exposed while serving as volunteers.

f) **Termination**

TSC may review or terminate any volunteer who engages in behaviour which, in the opinion of TSC, may affect the proper discharge of his/her duties and responsibilities as a volunteer or affect the reputation of TSC or TSC's programmes.

g) **Breaches of the Volunteer Code of Conduct**

I understand that any breach of the Volunteer Code of Conduct may lead to a warning of unacceptable behaviour or immediate termination of services as a volunteer.