

PSFR Volunteer Code of Conduct

Introduction and Purpose

This Code of Conduct is designed to provide guidelines for expected behavior of all Pine Strawberry Fuel Reduction, Inc. (PSFR) volunteers as they carry out the mission, vision, and objectives of PSFR. All volunteers shall agree to, abide by, and strive to uphold this code when volunteering for, or serving as a representative of the organization. Volunteers are expected to act lawfully, honestly, respectfully, and ethically while performing volunteer services on behalf of PSFR and affiliated partners. Our culture is designed to empower volunteers, and cultivate a network of support & encouragement. It is your responsibility to understand and comply with the specific policies of this Code of Conduct. It is also your responsibility to report any known or suspected violations of this Code in accordance with the procedures described at the end of the Code. Any violation of this Code may result in disciplinary action, including the cessation of your volunteer position at PSFR and/or removal from PSFR social media forums, pages, and publications. If a violation also constitutes a violation of the law, that violation may also result in criminal prosecution.

Background

At its core, PSFR strives to reduce the risk of catastrophic fire in the Rim Country by encouraging public understanding, acceptance, and the capacity to reduce fuel sources in and around the communities of Pine and Strawberry. In order to be successful, PSFR volunteers must consider a wide range of inputs including, but not limited to: the socio-cultural dimensions of the community; historical relationship with community partners; local project ownership; health and safety of participants, and economic concerns for long-term sustainability. Volunteers must also establish and maintain long-term relationships as they pursue this work. In line with this, PSFR has formulated this Volunteer Code of Conduct to guide volunteers as they help to carry out the PSFR's mission.

Diversity

PSFR volunteers shall always be mindful of the environment in which we work, the people with whom we work, and the work that we do. We understand that each person, regardless of who they are or where they come from, brings a distinct life experience to the table. Our volunteers, community members and other stakeholders are diverse not only in gender, race, ethnicity, sexual orientation, disability, religion, and age, but also in cultural and educational backgrounds, profession, life experiences, thoughts and ideas. It is the inclusion of these diverse experiences and perspectives that creates a culture of empowerment and collaboration, one that fosters innovation, economic growth, and sustainability.

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We seek to hold ourselves accountable to the inclusion of a diversity of people and perspectives. We have a responsibility to treat all persons equally, with dignity and respect regardless of individual or cultural differences. We commit ourselves to acting in an open, honest and transparent manner; including multiple perspectives in decisions affecting our projects and communities; working within our range of expertise and seeking expertise from others as needed, and strengthening the capacity of local communities through our work.

Harassment

Sexual harassment and other forms of harassment on the basis of race, color, religion, national origin, age, sexual orientation, disability or any other basis are serious offenses and are conduct prohibited by PSFR. Harassment includes, but is not limited to, offensive verbal or written comments related to gender, age, sexual orientation, disability, physical appearance, body size, race, religion, social class, economic status, veteran status, sexual images, deliberate intimidation or threats, stalking, following, harassing photography or recording, posting (or threatening to post) other people's personally identifying information ("doxing") or posting sexually explicit or violent material, discriminatory jokes or insults, bullying, sustained disruption of talks or other events, inappropriate physical contact, unwelcome sexual attention, and/or advocating for or encouraging any of the previously mentioned behavior. Sexual harassment is defined as: harassment or unwelcome attention of a sexual nature. It includes a range of behavior from mild transgressions and annoyances to serious abuses, which can even involve forced sexual activity.

If what you're doing is making someone feel uncomfortable, that counts as harassment and is enough reason to stop doing it. Volunteers asked to stop any harassing behavior are expected to comply immediately.

Political Affiliation and Lobbying

Nonprofit charitable 501(c)(3) organizations are prohibited from engaging in campaigning or endorsing a political candidate in an election (Johnson Amendment of 1954). Therefore while individuals are volunteering they are not permitted to wear political attire, lobby on behalf of a candidate or a political party, or promote any political issue.

Accepting Donations

PSFR volunteers must be professional in appearance and able to clearly and enthusiastically communicate our mission and programs to potential donors.

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Any volunteer participating in fundraising activities must disclose any potential conflicts of interest to the PSFR Board of Directors prior to accepting donations on behalf of PSFR. A conflict of interest exists when individual's personal interests conflict with the professional interests of their PSFR activities. A conflict arises when a person chooses personal gain over the duties to the organization in which they are a volunteer, or exploits their position for personal gain in some way.

Theft from a nonprofit (embezzlement or misappropriation of funds) can be devastating; It erodes the public's trust, jeopardizes grants and funding contracts, scares off new donors, attracts scrutiny from regulators, and in the worst cases, can bring down a nonprofit.

PSFR volunteers must protect donations from theft and report any actual or suspected theft immediately by calling 602-842-1955.

Ambassadorship

As a volunteer you have a responsibility toward PSFR to act in the best interest of the entire organization and all of its stakeholders. PSFR volunteers act as ambassadors for the organization and as such, have a responsibility to:

- Positively represent the organization during all PSFR activities
- Never solicit or accept gratuities, favors or anything of monetary value for personal use or advantage
- Avoid and disclose potential conflicts of interest to the PSFR Board of Directors.
- Behave appropriately and in a professional manner that is, to avoid acting in ways that may be construed as exclusive, offensive, or harassing by any volunteer, community member or other stakeholder
- Never conduct volunteer activities while under the influence of drugs or alcohol
- Safeguard donations from theft and report any actual or suspected theft immediately by calling 602-842-1955
- Refrain from wearing political attire, engaging in campaigning or endorsing a political candidate in an election

Investigating Non-Compliance with the Volunteer Code of Conduct

In the case of non-compliant behavior by a volunteer, please report any observed breaches of the code as follows:

If the incident occurs in the field, please report it to the PSFR project lead, or Board member or by calling 602-842-1955. All other incidents should be reported to the PSFR Board of Directors via email at psfuelreduction@gmail.com . All incidents will be investigated and addressed accordingly.

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PSFR will:

- Treat participants in the investigation respectfully
- Treat the concern seriously
- Investigate promptly, fairly, objectively and thoroughly when a matter is raised
- Keep anonymity where it is appropriate
- Be confidential except as required by law and the need to fully investigate or where there is a requirement to report criminal or improper activity to law enforcement
- Involve only those who need to be involved
- Take appropriate corrective or disciplinary action for behavior or actions that are not in accordance with the PSFR Volunteer Code of Conduct

The PSFR investigation process shall:

1. Identify the matter clearly and succinctly
 - Provide a scope to the investigation and convey that information to those involved.
 - Determine confidentiality requirements.
 - Interview involved parties.
 - Write a report and recommendations. The recommendations may include actions up to and including termination of volunteer status with PSFR.
2. PSFR will convey the results to the appropriate parties and carry out the recommendations of the investigation team.
3. In case of an appeal, the PSFR Board of Directors shall act as the final decision-maker. In the case where law enforcement is involved, legal compliance will take precedence over internal decision-making processes.

This Code of Conduct is subject to change by PSFR at any time in its discretion, and may be amended, supplemented, or superseded by one or more separate policies. This document does not create an employment relationship between PSFR and any volunteer, and does not alter the volunteer nature of your services for PSFR.

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Acknowledgement

By agreeing to this Code of Conduct, each volunteer ensures that their own personal integrity, and that of PSFR, is maintained as they participate in the organizations activities. Each volunteer acknowledges the following:

- I will act in accordance with this Volunteer Code of Conduct
- I will treat all persons as equal, with dignity and respect
- I will conduct myself appropriately by acting lawfully, honestly, respectfully, and ethically
- I will not conduct volunteer activities while under the influence of drugs or alcohol
- I will refrain from engaging in political activities while representing PSFR
- I will safeguard donations from theft and report any actual or suspected theft immediately
- I will act in the best interest of the entire PSFR organization
- I will report any issues of non-compliance with this policy to the PSFR Board of Directors via email at psfuelreduction@gmail.com or call 602-842-1955

I have received, read, and understand fully the PSFR Volunteer Code of Conduct and agree to comply with the policy.

Name:

Signature:

Date: _____