



RMTAO Volunteer Code of Conduct

As a volunteer with the RMTAO, you play an essential role in supporting our mission, vision and values. This Code of Conduct is designed to guide your actions and ensure a positive, respectful, and productive environment for everyone involved. By adhering to this Code, you contribute to maintaining the integrity of our association and fostering a positive experience for all volunteers.

The purpose of this Code of Conduct is to provide clear guidelines for the expectations of all RMTAO volunteers.

This Code of Conduct applies to all volunteers engaged in any activities related to the RMTAO, including, but not limited to events, education, committees and community outreach programs.

Respect and Professionalism

- Volunteers are expected to treat staff, fellow volunteers, members, and the public with kindness, respect, and fairness. Discrimination, racism, harassment, or disrespectful behaviour is not acceptable and will not be tolerated.

Integrity and Honesty

- Volunteers are expected to refrain from using their position to influence other volunteers, staff, or organizations connected to the RMTAO for personal gain or to advance the interests of others.

Confidentiality

- Volunteers are expected to maintain the confidentiality of all information they may come across during their time with RMTAO.

Health and Safety

- Volunteers are expected to contribute to a safe and secure environment for themselves and others. If you notice any unsafe conditions or situations that could jeopardize the safety or well-being of others, please report them to RMTAO.

Drugs and alcohol

- Volunteers are expected to remain clear-headed and focused while carrying out their responsibilities. At business events where alcohol is served, volunteers are expected to behave in a professional and respectful manner at all times.

Communication

- Volunteers should communicate respectfully and constructively with staff, fellow volunteers, members, and the public.
- Volunteers should use appropriate language and tone in all written and verbal communications.

Intellectual Property

- Any intellectual property developed by a volunteer in the course of his or her role with RMTAO is considered property of the RMTAO.
- The RMTAO's intellectual property remains the property of the RMTAO and should not be used for the personal benefit of a volunteer.
- Volunteers may offer advice, feedback, and opinions, but the RMTAO retains final decision-making authority.

Use of Organization Resources

- Volunteers should use organizational resources, including but not limited to online platforms and equipment, responsibly and only for approved purposes.

Social Media and Public Representation

- Volunteers should not speak on behalf of the RMTAO in person or online unless explicitly permitted.
- When permitted to represent or speak on behalf of the RMTAO, the volunteer agrees to adhere to the content provided and refer any questions that the volunteer cannot answer back to the RMTAO.
- When a volunteer chooses to post online, they must clearly state that they are speaking as an individual and not as a representative of the RMTAO.

Conflict Resolution

- If conflicts arise with other volunteers, participants, or staff, volunteers should aim to resolve the matter respectfully and professionally.
- Volunteers should report any issues that cannot be resolved directly to the RMTAO.
- If you have any concerns about your role or interaction with others, please contact the RMTAO. The RMTAO is committed to resolving conflicts in a fair and timely manner.

Compliance with Policies

- Volunteers must comply with all RMTAO policies, procedures, and guidelines.

Termination or Suspension of Volunteering

- Failure to comply with the Code of Conduct may result in disciplinary action or termination of volunteer status, depending on the severity of the breach.

Any volunteer who is uncertain of the application of this Code of Conduct should contact the RMTAO for clarification or further information.

By volunteering with the RMTAO, you agree to follow this Code of Conduct and support the mission and values of the association. Your role is critical to our success, and we appreciate your dedication and commitment to making a positive impact.

