



VOLUNTEER CODE OF CONDUCT

This code of conduct sets out the standards of behavior that are expected of Islamic Relief USA (IRUSA) volunteers when engaged in IRUSA activities and/or on assignments. Breaches of the code of conduct or failure to satisfactorily perform volunteer assignments are causes for immediate termination of the volunteer relationship with IRUSA.

In consideration for being permitted to volunteer for IRUSA, have limited access to use of IRUSA resources and property, or otherwise participate in any way in the activities of IRUSA, I agree to:

- Uphold the mission, values, and strategic goals of IRUSA;
- Demonstrate integrity, respect, and professionalism to all;
- Be courteous, pleasant, fair, helpful, respectful, cooperative and flexible;
- Fulfill assigned responsibilities in a timely fashion and participate in volunteer orientation and training workshops, and be receptive to training that will increase awareness about the social and physical needs of the beneficiaries being served;
- Contribute to a positive work environment and respect the privacy of others;
- Support and supplement the work of other volunteers and IRUSA personnel;
- Abstain from the use of any IRUSA property for personal use, and use all equipment appropriately and as required for my assignment. Any property situated on IRUSA's premises and owned by IRUSA – including computers, disks and other storage media, and filing cabinets or other work areas – is subject to inspection by IRUSA personnel at any time with or without notice or cause;
- Act with honesty and integrity when dealing with money (and other forms of revenue), proprietary materials, and other organizational assets of IRUSA;
- Refuse to accept or seek, on behalf of myself or any person, any financial advantage or gain as a result of my volunteer affiliation with IRUSA or attempt to knowingly influence of IRUSA in a way intended to confer any financial benefit on any person, corporation, or entity in which I have a significant interest or affiliation;
- Maintain a high degree of confidentiality and discretion in performing assignments, including with the beneficiaries IRUSA serves;
- Not disclose, use, lecture upon, reproduce or publish any of IRUSA's confidential information. By way of illustration but not limitation, "confidential information" includes (a) ideas, processes, formulas, programs, works of authorship, know-how, improvements, discoveries, developments, designs and techniques; and (b) information regarding internal communications, business plans, budgets and unpublished financial statements, regulatory matters, marketing and fundraising, licenses, donors and partners; and (c) information regarding the skills and compensation of any employee of IRUSA. IRUSA reserves the exclusive right to deem any IRUSA information as "confidential information";
- Refrain from using the IRUSA name, logo, endorsement, services or property for the benefit or advantage of any person except in conformance with IRUSA policy;
- Release all photographs and recordings that may be captured, and acknowledge IRUSA's authority to take possession of such items at any time;
- Hold in the strictest confidence any third-party information that is subject to a duty on IRUSA's part to maintain as confidential and to use for certain limited purposes;
- Wear required identification and clothing. All items of clothing must be suitable for the work environment and must not contain offensive or objectionable material (slogans or graphics);



- Serve as a representative of IRUSA to the public, and agree to uphold IRUSA’s goodwill, reputation, and integrity;
- Refrain from making public statements to the media without explicit approval from IRUSA management;
- Notify IRUSA of any conflict of interest or legal barriers to performing assigned tasks;
- Not accept compensation for my volunteer work;
- Report any suspicious or unusual activities to the site supervisor;
- Deliver any and all notes, memoranda, devices, storage media including software, documents and computer printouts, or confidential information back to IRUSA when my volunteer assignment ends;
- Not engage in any activity that may reflect adversely on IRUSA, including, but not limited to, violating any law, or advancing a political interest, group, or entity;
- Refrain from using illegal drugs and alcohol;
- Not possess or store a weapon of any kind, regardless of whether volunteering at an IRUSA office or event, or on a field assignment;
- Not proselytize and/or pressure anyone to accept my religious, political or cultural beliefs;
- Drive carefully and attentively and refrain from using my cell phone while performing any errands on behalf of IRUSA, and I understand that only IRUSA staff may drive IRUSA vehicles; and
- Adhere to the rules and procedures of IRUSA.

Conduct Specific to IRUSA’s Disaster Assistance Response Team

- Respond to disaster response notifications promptly when on-call;
- Wear appropriate IRUSA DART identification while on a disaster response assignment;
- Comply with the directions of all emergency services personnel;
- Adhere to the curfew set by IRUSA personnel;
- Uphold IRUSA’s goodwill, reputation, and integrity - including during off hours; and
- Make a 50-hour volunteer commitment to IRUSA.

Attire

When deployed on assignment, IRUSA DART volunteers must wear attire that is professional, appropriate for the task at hand, and clearly identifies them as IRUSA disaster relief responders. At minimum, the attire should be unambiguously identified with the appropriate IRUSA logo and slogan. Every effort should be made to ensure that attire will not confuse public or local officials. Uniforms or clothing with other insignia that may cause confusion are not to be worn when on assignment. IRUSA name badges and apparel are to be removed when an IRUSA DART volunteer is off-duty.

On-Duty/Off-Duty

IRUSA disaster responders are considered on-duty at any time when they are wearing IRUSA name badges or apparel and/or are engaged in official activities on behalf of IRUSA’s DART. This does not create or negate other statutory or corporate definition of on-duty.

Volunteer Signature: _____

Name (Print): _____

Date: _____