



Code of Conduct / Responsibilities and Rights

Composting Education Program Administrative Handbook, Appendix 5

We appreciate your volunteer service to the University of California. You provide a valuable link to our local communities. As you are considered an agent of the University of California, the following guidelines were developed to assist you in understanding what rights and responsibilities you have as a Composting Education Program volunteer.

All University of California Cooperative Extension (UCCE) volunteers and volunteer trainees shall act in ways that promote and support the UCCE and the Santa Clara County Composting Education Program (SCCCEP) goals and that do not conflict with the UCCE or SCCCEP policies and procedures. The UCCE Director may, if necessary in their sole judgment, immediately limit, suspend or terminate the services of any SCCCEP participant that does not comply. In such instances, the decision of the UCCE Director is final.

The following are prohibited when acting on behalf of the UCCE or the SCCCEP:

1. Failure to demonstrate a supportive and cooperative attitude to UCCE or the SCCCEP staff, SCCCEP peers, home composters, and/or other program stakeholders, as well as failure to adhere to the programmatic goals established by UCCE or the SCCCEP staff.
2. Violation of the signed Annual Volunteer Agreement or of the SCCCEP Code of Conduct.
3. Possession or use of illegal drugs or alcohol (or to be under the influence thereof) when involved in a UCCE or SCCCEP event or activity.
4. Use of abusive, obscene and discriminatory language at any UCCE or SCCCEP activity or event.
5. Attack or harassment of another person; whether visual, verbal physical and/or by the use of social media)
6. Behavior that is illegal, unsafe, or contrary to the highest standard of ethics.

Your Responsibilities:

1. Maintain a professional presence and dress when acting as a SCCCEP volunteer and agent of the University of California.
2. Recognize and honor the authority and responsibilities of the UC Statewide office, UCCE County Directors, and SCCCEP staff in setting program priorities, standards and direction.
3. Be committed to the core values, educational goals, and standards of the UCCE and SCCCEP at the various organizational levels.
4. Respect and safeguard the individual rights, competencies, safety, and property of UCCE and the SCCCEP participants.
5. Take personal responsibility for the resolution of any interpersonal conflict that may arise, whether with fellow volunteers, other Program participants, UCCE or SCCCEP staff and/or other UC personnel; thereby demonstrating positive conflict resolution skills to all involved.
6. Prohibit discrimination in any policies, procedures, or practices on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran.
7. When driving on SCCCEP business, possess a valid California driver's license and carry proof of the minimum automobile liability insurance required by UC, and ensure that all passengers use seat belts
8. Report your SCCCEP volunteer hours on a regular basis as required by UCCE or SCCCEP staff
9. Provide receipts for any money collected in the name of the UCCE or SCCCEP
10. Adhere to and help enforce the program policies and procedures referred to in the SCCCEP *Administrative Handbook for Program Staff*
11. Be recognized as an agent of the University of California and member of the SCCCEP when working in a SCCCEP volunteer capacity by wearing your SCCCEP name badge.

Your Rights:

1. To be respected by UCCE and SCCCEP staff for the contribution SCCCEP volunteers make to the program.
2. To have access to current SCCCEP materials, training, and curriculum to support program delivery.
3. To actively participate in communications and meetings concerning the administration and delivery of the SCCCEP.
4. To be informed of any administrative action that may or does result in disciplinary action or dismissal from the program.
5. To make written complaints concerning the UCCE programs, policies or personnel as described in the SCCCEP *Administrative Handbook for Program Staff*.

Penalties:

Infractions of this SCCCEP *Code of Conduct/Responsibilities and Rights* should be reported promptly by anyone observing them to UCCE or SCCCEP staff. The UCCE Director may, if necessary in their sole judgment, immediately limit, suspend or terminate the services of any SCCCEP Volunteer. Further, the UCCE Director may, if necessary in their sole judgment, waive the formal review process and immediately terminate the SCCCEP volunteer if necessary in cases of excessive disruption to the SCCCEP (e.g., a potential threat to public safety, receipt of notice that the SCCCEP volunteer is the subject of a criminal investigation, and/or other conditions that cannot be remedied with corrective action).

By my signature I acknowledge receipt of this document, and I acknowledge that I have read and agree to abide by the guidelines in this document. I understand that my appointment as a SCCCEP volunteer is contingent upon my agreement to this document. Failure to comply with these guidelines may result in termination as a SCCCEP volunteer.

Signature: _____

Printed Name: _____ Date: _____