

# **Girl Scouts Volunteer Code of Conduct**

## **Introduction**

Volunteers are a vital part of Girl Scouts Western Oklahoma (GSWESTOK). Paid staff support volunteers in their roles, and both are expected to uphold the Girl Scout Promise and Law, demonstrating values that reflect GSWESTOK's mission.

## **Purpose**

This Code of Conduct ensures that:

- GSWESTOK operates effectively, openly, and with accountability.
- Volunteers maintain positive and productive relationships with each other, staff, and the community.

## **Volunteer Expectations**

Volunteers must maintain the highest standards of behavior by:

- Performing their role safely, competently, and in alignment with their volunteer role description.
- Following GSWESTOK and GSUSA policies, procedures, and instructions given to them.
- Acting with honesty, integrity, and responsibility in all aspects of their role.
- Treating everyone—girls, parents, staff, volunteers, and community partners—with fairness, dignity, and respect while valuing diversity and inclusivity.
- Reporting any concerns about wrongdoing or policy violations to the GSWESTOK Chief Operating Officer.
- Communicating respectfully, honestly, and professionally in all interactions.
- Meeting time and task commitments, providing sufficient notice when unavailable.
- Observing all safety protocols and reporting any health or safety concerns.
- Addressing concerns about their role or management in accordance with GSWESTOK's grievance procedures.
- Avoiding conflicts of interest and disclosing any potential conflicts.
- Maintaining confidentiality regarding sensitive or proprietary information.

- Seeking authorization before making external statements on behalf of GSWESTOK.
- Dressing and presenting themselves appropriately for volunteer duties.
- Disclosing any criminal charges or convictions (except those considered “spent” under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016).

### **Prohibited Conduct**

Volunteers must not:

- Bring GSWESTOK into disrepute, including through social media or media engagement.
- Seek or accept gifts, rewards, or benefits in relation to their role.
- Engage in verbal or physical abuse, bullying, harassment, or discrimination of any kind.
- Be under the influence of alcohol, drugs, or medications that impair their ability to volunteer.
- Provide false or misleading statements about GSWESTOK, its staff, volunteers, or trustees.
- Damage property, steal, or engage in illegal activity while volunteering.
- Disclose confidential information improperly, both during and after their involvement with GSWESTOK.

### **Consequences of Violating the Code**

Violating this Code of Conduct or any GSWESTOK policies may result in termination of a volunteer’s position. GSWESTOK also reserves the right to terminate a volunteer’s position without cause.

### **Questions & Reporting Concerns**

For questions, concerns, or to file a formal complaint, volunteers should contact the GSWESTOK Chief Operating Officer.