



St. Rose Outreach and Recovery Volunteer Code of Conduct

Our community has a structured governance system that defines three things for its members:

1. It explains what is important for the maintenance of the community;
2. It puts forth expectations for members of the community, both as individuals and as a group;
3. It establishes the consequences for members who do not meet the expectations of the community.

The following procedures are designed to provide consistent and fair treatment of St. Rose Outreach and Recovery Volunteers and to help them meet expectations. Because volunteers will be held accountable to the code of conduct, they should become familiar with these policies. St. Rose reserves the right to make changes to the code of conduct as the need arises. All changes will be presented to volunteers as necessary.

Discipline Procedure

On an ongoing basis, staff will work with volunteers to improve unsatisfactory behavior. Unsatisfactory performance means not meeting the expectations listed above, as well as other infractions of the code of conduct. SOAR will make an effort to counsel a volunteer in order to support that volunteer and improve performance. If such counseling is not effective, the following disciplinary actions may be taken.

Warnings

A volunteer will be issued one written warning for infractions of the code of conduct or not meeting the expectations of the organization. The Director is responsible for issuing written warnings. Warnings will be documented and placed in the volunteer's file. Upon the receipt of written warnings, both the issuing SOAR Director and the recipient will sign the warning.

Dismissal

Volunteers will be asked to leave immediately if their behavior warrants another written warning. This act that may but does not have to be related to the initial infraction of the SOAR code of conduct.

Other serious breaches of code of conduct that in the judgment of the SOAR Director would undermine the effectiveness of the program will warrant an immediate dismissal with no written warning necessary. These include but are not limited to:

- Sexual harassment
- Participating in SOAR volunteer work while under the influence of alcohol, drugs or mind altering substances
- Any acts of physical violence
- Inappropriate behavior with a child
- Destruction of property
- Theft of any kind

Volunteer Code of Conduct

At St. Rose Outreach and Recovery (SOAR), we pride ourselves on being an inclusive and flexible community. In order to maintain a comfortable setting for everyone, we expect our volunteers to be considerate, respectful, and aware of how their behavior affects those around them, both in the Gulf Coast community to which we serve and within our volunteer community. Additionally, the St. Augustine Seminary and Retreat Center has generously allowed us to use their property as our base of operations and we must always remember that we are guests in their house. We ask that everyone here at SOAR comply with the following code of conduct:

- We will maintain a culture of mutual respect. We respect each other, quiet hours and all posted rules. Disrespect of another volunteer, staff or church member, their beliefs, space or belongings will not be tolerated.
- Volunteers who are staying for two weeks or less are expected to work six days a week on SOAR projects or contributing activities. Volunteers staying for more than two weeks are expected to work five days a week on SOAR projects or contributing activities. Inactivity does not contribute to our volunteer community and will not be tolerated.
- You must adhere to tool safety standards taught to you by construction managers and your team leaders. Each volunteer must take responsibility and care for tools they are assigned in the field.
- This is community space and we work together to keep it clean. You are expected to pick up after yourself. Further, if you see a mess someone else has left, either remind them to pick it up or do so yourself.
- Drinking, the use of illegal drugs and substances and sex is not permitted on the grounds of St. Augustine Seminary and Retreat Center. The use of illegal drugs and substances is prohibited anywhere.
- Volunteers must comply with state drinking laws. Underage drinking is prohibited at SOAR, as is supplying alcohol to those under 21. If you are over 21 and off the Seminary property, you need to remain moderate in your use of alcohol. Public drunkenness, drinking games and binge drinking will not be tolerated.
- All volunteers must participate not only in jobs in the field but also in daily chores and cooking meals.
- Volunteers must maintain the financial resources to leave.

The SOAR community fosters an environment in which hard work, cooperation and respect are our top priorities. If the Director feels that any volunteer is not respect these codes of conduct or SOAR rules, expectations, fellow volunteers, St. Augustine Seminary property or residents, we reserve the right to ask them to leave at our discretion.

I, _____ agree to all of the above conditions and expectations.
(Print Name)

Signature _____ Date _____