

2024

Colts Youth Organization Volunteer Code of Conduct



Colts Youth Organization
2300 Twin Valley Drive
Dubuque, IA 52003-7003
Colts.org

This code of conduct applies to all volunteers who undertake activities for, or on behalf of the Colts Youth Organization.

1/1/2024

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Welcome & thank you.

Welcome to the Colts Youth Organization! We are delighted that you have chosen to join our volunteer team. As you become familiar with our culture and mission, we hope that you enjoy the opportunity to contribute to the Colts Youth Organization’s goals and help make a difference for the students who are at the center of what we do. You will be volunteering for an organization that has a reputation for outstanding leadership, innovation, and expertise. We sincerely hope you will take pride in being a part of our volunteer team and being an important part of our organization’s success. Please take time to review this code of conduct and if you have any questions, feel free to contact me or our Board president at any time.

Jeff MacFarlane
Executive Director

Volunteer Standards

Introduction

The position of volunteer at the Colts Youth Organization, (“The Colts”) is a volunteer position. This means that, if you perform volunteer activities for The Colts, you perform all such activities and duties on a voluntary basis and you will not receive remuneration or payment for your work. Neither The Colts nor the Volunteer intend any employment or contractual relationship to be created, i.e., you are not an employee, independent contractor, staff member, or consultant with The Colts.

As a volunteer with The Colts, you are expected to maintain ethical and professional conduct while on our premises, traveling with, during any volunteer shifts or activities, and/or when representing our organization in the community. This Volunteer Code of Conduct aims to clearly communicate the required standards of behavior while volunteering with The Colts. We expect our volunteers to act respectfully, honestly, and ethically while fulfilling their responsibilities, and in their interactions with our staff, fellow volunteers, students, employees, and community members.

Obligations and Expectations

Volunteers are expected to follow the ethical standards outlined in this code of conduct. Moreover, volunteers are expected to uphold The Colts’ mission, vision and values and to maintain a professional image while representing the organization in public.

Our Mission

We use music & excellence to teach each other about success in life.

Our Vision

A world where the synergy of music and performance, education and commitment, teamwork and personal growth reveals each individual’s full potential, to build community leaders who impact their world for good.

Our Values

Education: Our passion for growth at all levels propels us forward. We are the catalyst for a lifetime of learning, and our process builds a foundation for young adults to be self-sufficient and resilient through all kinds of adversity.

Respect: We embrace the uniqueness of everyone regardless of background, culture or perspective. It’s an unshakable value we’ve held dear for six decades, and it’s the driving force behind our commitment to treating everyone with dignity and kindness.

Accountability: We value integrity and hold ourselves and each other to be responsible for every word and action. We stand shoulder to shoulder, knowing that our strength comes from our unity in everything we do and say.

Innovation: We constantly strive to be better and stretch further at every opportunity. We embrace and encourage the creative transformation that comes through broad perspectives, imagination and boundary-free thinking.

Success: These values, when woven into the fabric of our culture, define our achievement as an organization, and help create a world that's left better than what we found.

Background Checks

All volunteers shall be subject to a background check prior to engaging in any volunteer activities with **The Colts** and if the volunteer remains in good standing, and it is mutually agreeable that they continue to volunteer, annually thereafter.

The Colts uses an independent third party to process all background checks. To protect the confidentiality of any volunteer, only the Executive Director will have access to results of the background checks.

Any current or potential volunteer whose annual background check reveals a misdemeanor conviction for a nonviolent crime may have their status as a volunteer terminated at the discretion of the Executive Director. Any current or potential volunteer whose background check reveals a felony or misdemeanor conviction for any violent crime, or any conviction for a sex-based crime shall not be allowed to engage in or continue with any volunteer activities.

Commitment to Diversity

The Colts is committed to creating an environment in which all employees, students, staff, and volunteers have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. This commitment is embodied in our policies, the way we do business, and is an important principle of sound business management.

Harassment and Complaint Procedure

It is The Colts' policy to provide an environment free of all forms of harassment. To that end, harassment of Colts' employees, volunteers, students, staff members, or other nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The Colts will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive environment and has the purpose or

effect of substantially and unreasonably interfering with an individual's performance of their duties.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment. While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's participation in volunteer activities; *or*

Such conduct has the purpose or effect of unreasonably interfering with an individual's ability to perform their duties or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers or volunteers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All volunteers should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at The Colts.

Complaint Procedure. Any volunteer who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to the Corps Director, Executive Director, and/or President of the Board of Directors or any other member of management with whom you feel comfortable bringing such a complaint. Reports may also be sent to whistleblower@colts.org or submitted anonymously using The Colts online whistleblower form. Similarly, if you observe acts of discrimination toward or harassment of another employee or volunteer, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against a volunteer for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, The Colts will take immediate, appropriate, corrective action, up to and including immediate termination of an individual's status as a volunteer.

Non-Fraternization

The Colts holds all volunteers to the highest ethical and professional standards. Therefore, all volunteers are prohibited from unethical or inappropriate fraternization with students, including, but not limited to, dating, pursuing a date, having or seeking a romantic or sexual relationship with students.

Fraternization is defined as a consensual romantic or consensual sexual relationship between individuals who occupy different levels of authority in the organization. This occurs when one partner of higher status and/or power with explicit or implicit authority over, or the power to reward, misuse that power to entice that partner of lower status and/or power into an illicit relationship. Fraternization includes, but is not limited to the following behaviors:

- Consensual romantic or sexual relationship between a volunteer and student.
- A volunteer dating or pursuing to date a student.
- Having or pursuing a relationship that creates a conflict of interest.
- Inappropriate advances in pursuit of a romantic sexual relationship with a student.
- The encouragement of emotional dependence of students upon a volunteer.
- Consensual social engagement arranged by a third party with the intent of pursuing a consensual romantic or sexual relationship.

All volunteers and students have an obligation to report known fraternization. Reports of fraternization shall follow the same process outlined in the Harassment and Complaint Procedure section of this handbook.

In situations where the volunteer has a pre-existing romantic or sexual relationship with a student who is at least the age of 18 years old prior to volunteering services for The Colts, and they fully disclose this relationship prior to starting, they may be allowed to continue the relationship at the discretion of the Executive Director so long as the volunteer does not hold a position of higher status and/or power with explicit or implicit authority over the student.

Failure of a volunteer to disclose the existence of such a relationship with a student, prior to starting their volunteer activities with The Colts, shall have their relationship with the Colts terminated, absent strong extenuating circumstances.

Social Media Acceptable Use

The Colts encourages volunteers to share information with friends and family! Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the organization has established the following guidelines for volunteer participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and SnapChat, among others.

Respect. Demonstrate respect for the dignity of the activity, the organization, other staff members, its students, its employees, and its volunteers. A social media site is a public place, and volunteers should avoid inappropriate comments. For example, volunteers should not divulge The Colts confidential information. Similarly, volunteers should not engage in harassing or discriminatory behavior that targets other volunteers, staff members or individuals or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers. If a volunteer identifies himself or herself as part of The Colts organization or discusses matters related to the organization on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the organization and that the volunteer is expressing only his or her personal views. For example: “The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of The Colts.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the organization or the organization’s business. Volunteers must keep in mind that if they post information on a social media site that is in violation of organizational policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Volunteers should not use a social media to criticize the organization's competition and should not use it to compete with the organization.

Confidentiality. Volunteers may write about their duties in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas. Please remember that new ideas related to work or the organization's business belong to the organization. Do not post them on a social media site without the organization's permission.

Trademarks and copyrights. Do not use the organization's or others' trademarks on a social media site, or reproduce the organization's or others' material without first obtaining permission.

Legal. Volunteers are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination as a volunteer.

Child Abuse and Neglect

Child Abuse & Neglect

Child abuse and neglect are unlawful acts and The Colts expressly prohibits child abuse or neglect of any kind and will exclude from affiliation with, or dismiss from The Colts, any volunteer who has been the subject of a confirmed incident of child abuse or neglect. The Colts at the discretion of the Executive Director, reserves the right to restrict participation, exclude from affiliation with, or dismiss from The Colts any individuals suspected of abuse.

Definition. The Child Abuse Prevention and Treatment Act (CAPTA) amended by the CAPTA Reauthorization Act of 2010, defines child abuse and neglect as, at a minimum:

- Any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse or exploitation; or
- An act or failure to act, which presents an imminent risk of serious harm.

Further, the term sexual abuse includes: the engagement, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct; or the rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children. The Colts defines “child” as any person under the age of 18.

Reporting. Suspected child abuse and/or neglect will be reported to either the Tour Director, Corps Director, Executive Director, or the president of the Board of Directors. Reports may also be sent to whistleblower@colts.org or submitted anonymously using The Colts online whistleblower form. Once notification is received, the situation shall be investigated promptly and thoroughly. If the investigation confirms conduct contrary to this policy has occurred, The Colts will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination. The incident will be reported to the appropriate law enforcement authorities and/or the Department of Child Services in the jurisdiction where the incident occurred.

Failure to report, inaction, or any retaliation against anyone who has reported a possible violation or actual violation of this policy may result in termination of volunteer status.

Conflicts of Interest and Confidentiality

Conflicts of Interest

The Colts expects all volunteers to conduct themselves and organizational business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The Colts recognizes and respects the individual volunteer's right to engage in activities outside of their volunteer activities which are private in nature and do not in any way conflict with or reflect poorly on the organization.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the volunteer should discuss this with a member of management for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneously volunteering for another organization that is a competitor of The Colts.
2. Holding a substantial interest in, or participating in the management of, a firm to which the organization makes sales or from which it makes purchases.
3. Borrowing money from customers or firms, other than recognized loan institutions, from which our organization buys services, materials, equipment, or supplies.
4. Accepting substantial gifts or excessive entertainment from an outside organization or agency
5. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the organization.
6. Participating in civic or professional organization activities in a manner that divulges confidential organization information.
7. Misusing privileged information or revealing confidential data to outsiders.
8. Using one's volunteer position in the organization or knowledge of its affairs for personal gains.
9. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of organization business.

Confidential Information

The protection of confidential organization information and trade secrets is vital to the interests and success of The Colts. Confidential information is any and all information disclosed to or known by you because of your volunteer activities with the organization that is not generally known to people outside the organization about its business.

A volunteer who improperly uses or discloses trade secrets or confidential organizational information will be subject to dismissal from their volunteer duties.

All inquiries from the media must be referred to the Executive Director.

Workplace Safety

Drug-Free and Alcohol-Free Workplace

It is the policy of The Colts to maintain a drug- and alcohol-free work environment that is safe and productive for volunteers, students, staff, employees, and others having business with the organization.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on organizational property or on premises utilized by The Colts, or while performing services for the organization is strictly prohibited. The Colts also prohibits performing services under the influence of alcohol or consuming alcohol while on duty. In addition, The Colts prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect one's ability to perform their volunteer activities safely, or the organization's reputation in the community.

It is understood that cannabis consumption in any form, whether recreational or medicinal may be legal in states where The Colts perform, practice, or be housed. However, The Colts prohibits the use or possession of cannabis in any form at any time while on organization property or on any other premises utilized by The Colts including, but not limited to, schools, stadiums, and practice fields.

Smoke-Free Workplace

In accordance with the Iowa Smokefree Air Act, smoking is not allowed in organization buildings or work areas at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Volunteers using these areas are expected to dispose of any smoking debris safely and properly.

The smoking policies of schools and all other venues will become the smoking policy of The Colts when using such spaces.

Workplace Violence Prevention

The Colts is committed to providing a safe, violence-free workplace for our employees, volunteers, students, and staff. Due to this commitment, we discourage volunteers from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any volunteer will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at organizational-sponsored functions.

Colts Youth Organization Volunteer Code of Conduct

All volunteers with The Colts bear the responsibility of keeping our work environment free from violence or potential violence. Any volunteer who witnesses or is the recipient of violent behavior should promptly inform the Corps Director, Executive Director, and/or President of the Board of Directors or any other member of management. All threats will be promptly investigated. No volunteer will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the organization, its employees, students, volunteers or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in termination as a volunteer with The Colts.

The Colts prohibits the possession of weapons on its property at all times, including our parking lots or organization vehicles. Additionally, while on duty, volunteers may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any volunteer violating this policy is subject to termination as a volunteer with The Colts.

The organization reserves the right to inspect all belongings of volunteers on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on organizational property.

Volunteer Code of Conduct Acknowledgment and Receipt

I hereby acknowledge receipt of the Volunteer Code of Conduct of The Colts. I understand and agree that it is my responsibility to read and comply with the policies in this document.

I understand that I am not an employee and that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, organizational practices, nor other communications create an employment contract or term.

Volunteer's Name in Print

Signature of Volunteer

Date Signed by Volunteer

TO BE PLACED IN Volunteer FILE

Receipt of Harassment Policy

I have read and I understand the organization's Harassment Policy.

Volunteer's Name in Print

Signature of Volunteer

Date Signed by Volunteer

TO BE PLACED IN Volunteer's FILE