



Professional Ethics in Volunteer Administration

CORE VALUES and PRINCIPLES

CITIZENSHIP: The Administrator of Volunteers understands that volunteerism is a foundation of civil societies and guides the organization and its stakeholders toward active community participation.

- **Philosophy of Volunteerism:** Maintain a clear personal philosophy on volunteerism and support the development of an organizational philosophy on volunteer engagement.
- **Social Responsibility:** Facilitate a compassionate and caring culture through which community needs are met and shared values are enhanced.
- **Philanthropy:** Cultivate and model the generosity of spirit, time and resources to further volunteer engagement and meet community needs.

RESPECT: The Administrator of Volunteers acknowledges the inherent value, skills and abilities of all individuals and affirms the mutual benefit gained by the volunteer and the organization.

- **Dignity:** Act in a compassionate manner that upholds the right of all volunteers to be valued and involved in decisions that affect them.
- **Inclusivity:** Encourage and facilitate the participation of individuals from diverse backgrounds, perspectives and abilities.
- **Privacy:** Protect the privacy of individuals and information considered confidential.

ACCOUNTABILITY: The Administrator of Volunteers demonstrates responsibility to the organization, its stakeholders and the profession of volunteer administration.

- **Collaboration:** Include stakeholders in the development and support of volunteer engagement and cultivate partnerships to enhance the impact of volunteers.
- **Continuous Improvement:** Pursue excellence by enhancing professional competence, maintaining certifications and fostering innovation.
- **Professionalism:** Provide outstanding service to the organization and the people it serves while upholding personal and professional boundaries in all interactions.

FAIRNESS: The Administrator of Volunteers commits to individual and collective efforts that build and support a fair and just organizational culture.

- **Impartiality:** Remain unbiased and objective when working with stakeholders.
- **Equity:** Ensure access to opportunities, resources and support which enable volunteers to be successful.
- **Justice:** Implement open and consistent processes that inform decision-making and address discriminatory or prejudicial behaviors.

TRUST: The Administrator of Volunteers maintains loyal and trusting relationships with all stakeholders and is dedicated to providing a safe environment based on established standards of practice.

- **Honesty:** Commit to the truth and strive for transparency.
- **Integrity:** Demonstrate consistency between word and action by practicing ethical decision-making and addressing conflicts of interest.
- **Commitment:** Act in a forthright manner with sincere good intent and follow through on promises and agreements.