

Cornell Cooperative Extension | Cortland County

60 Central Avenue, Room 140

Cortland, NY 13045

607-391-2660

<http://cortland.cce.cornell.edu>

**Cornell Cooperative Extension Association
Volunteer Code of Conduct**

Cornell Cooperative Extension (CCE) Volunteers are required to accept and adhere to the following Standards of Behavior when engaged in assigned volunteer activities.

- Respect and adhere to CCE rules, policies and guidelines that relate to volunteer activity and the program I serve.
- Execute CCE business in an ethical manner.
- Preserve the confidentiality of information (and sign confidentiality agreement if required by my volunteer role) about program participants and CCE internal affairs that have been entrusted to me as affirmed by my signature on the Volunteer Confidentiality Agreement.
- Refrain from using my CCE volunteer status for personal or business financial gain.
- Fulfill my assigned volunteer duties, including completion of required records or reports, in a timely manner.
- Use my time wisely and work cooperatively with Extension staff and other volunteers.
- Participate in required training programs and use the recommended policies and procedures.
- Accept supervision and support from professional Extension staff and/or supervisory volunteers.
- Respect and uphold the rights and dignity of all staff, other volunteers and all individuals who participate in CCE programs recognizing that people’s values beliefs, customs, and strengths differ.
- Encourage participation of and respect for individuals of diverse backgrounds, cultures and perspectives.
- Refrain from the use of alcohol, tobacco and inappropriate language.
- Commit no illegal or abusive act.
- Report all unsafe conditions and accidents to professional Extension staff as soon as possible.

Signatures: *with my signature, which I voluntarily affix to this agreement, I acknowledge that I have read, understood, and will do my best to fulfill the promises made in the volunteer Agreement and the Code of Conduct.*

CCE Volunteer: _____ Date: _____

CCE Representative: _____ Title: _____

Date: _____

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Building Strong and Vibrant New York Communities

Cornell Cooperative Extension is an employer and educator recognized for providing equal program and employment opportunities in accordance with applicable laws.