



CODE OF CONDUCT / VOLUNTEER AGREEMENT

Name: _____

Area of Volunteering: _____

The Code of Conduct and Volunteer Agreement applies to all volunteers and employees (if applicable) when they interact with Quest Art or any of its affiliates. As an organization, Quest Art believes in creating a positive and safe environment within which to operate, one that has underlying values of respect, understanding, co-operation, and inclusiveness. As such, we wish you to affirm your understanding of your role in promoting the following values and behaviour while at Quest Art:

- I will engage in communication that is professional, respectful, businesslike and civil, both in terms of tone and content and that demonstrates integrity.
- I will not discriminate against volunteers, staff, suppliers or visitors on any grounds prohibited under The Ontario Human Rights Code.
- I will not arrive at Quest Art under the influence of alcohol or of any substance, legal or illegal that will prevent me from executing my duties at Quest.
- I will not engage in any threatening, violent or otherwise inappropriate behaviour.
- I agree to observe and comply with Quest Art privacy policy and procedures.
- I understand I may encounter confidential information and I agree not to access or to disclose this information for any purpose other than that for which it is intended.
- I will not copy or maintain any information I obtain by or through Quest Art for any personal or business use.
- In all my dealings and transactions, I will ensure it is legal, fair, ethical, moral and exercising good governance.
- At the time of engagement or as it arises, I will disclose all interests which may give rise to a conflict of interest.
- I will refrain from participating in decision making if it may result in a benefit to me.
- I will not promote my own works in the shop or gallery at the expense of other artists.
- I acknowledge that all individuals, including the Board of Directors, will sign a Code of Conduct and comply with it. I further acknowledge that this Code of Conduct/Volunteer Agreement constitutes a condition of being engaged at
- Quest Art and that failure to abide by it will result in termination of my engagement.
- I agree to my photograph being taken and used for media purposes.
- If I suspect a wrongdoing or violation of this Code of Conduct, I will report the incident to Staff or the appropriate Chairperson without retribution.
- I agree to comply with the conditions of the volunteer position and the policies of Quest Art.

Shop Volunteers – (check box if applicable)

I agree to report for duty at the assigned day and time or to ensure that a replacement is arranged. If unable to arrange a replacement, I acknowledge that it is my responsibility to advise the Staff in a timely fashion.

I have read and understand and agree to comply with the conditions of this Code of Conduct and Volunteer Agreement.

Signature

Date