Code of Conduct

All volunteers are required to agree to be bound by the applicable code of conduct (see policy 2000-1) and abide by the letter and spirit of the organization's policies.

Accountability / Lines of Communication

Each volunteer assigned to a position will have a volunteer or staff supervisor. The supervisor is responsible for day-to-day management and involving the volunteer in all relevant events and communications relating to their position, program or the organization as a whole.

If a volunteer has a concern regarding his/her supervisor or the flow of information he/she can bring this to the attention of another appropriate representative of the organization.

Authority

Volunteers should consult Special Olympics Manitoba before making any statement or taking any action on behalf of the organization. These actions may include, but are not limited to, public statements to the media, lobbying efforts, collaborations or joint initiatives with other organizations, or any agreements involving legal, financial or contractual obligations.

Personal opinions expressed by volunteers of the organization that are not specifically endorsed by the organization may not appear on official letterhead, nor be presented in such manner that it appears to represent the position of the organization.

Absenteeism, leave of absence, substitution

Volunteers are expected to perform their duties on a scheduled, punctual and reliable basis. When unable to meet their commitments, volunteers need to inform their supervisor as far in advance as possible so that alternate arrangements can be made.

Volunteers may request a fellow volunteer to substitute, provided this volunteer has been screened and trained for the same position. Prior approval of the Director of Volunteer Services is required.

Volunteers who take a leave of absence of more than six months may be rescreened conforming to the current screening guidelines for new volunteers.

Car use

All volunteers who transport athletes or others relating to Special Olympics Manitoba events or business in their own vehicle are required to comply with the "Transportation to Games" policy (see policy 7000-25).

Volunteers will only drive clients in an insured and properly maintained vehicle. Volunteers will at all times obey all traffic regulations[1] and abstain from driving under the influence of alcohol or drugs or under any other kind of impairment (health/exhaustion).

Confidentiality

Volunteers are expected to respect and maintain the confidentiality of information about participants, volunteers and staff gained through their role or presence as a volunteer within Special Olympics Manitoba.

Information gained through the volunteer role within Special Olympics Manitoba is strictly confidential except under the following circumstances:

- There is a legal obligation for staff/volunteers to provide information when required to do so.
- There is an obligation for staff/volunteers to inform the appropriate authorities if there is reason to believe that the safety or well being of a participant(s) is at risk.
- Staff/volunteers are required to inform the organization and/or appropriate authorities if there is potential for danger to self or others.

Conflict of interest

When a situation of (perceived) conflict of interest occurs, the volunteer shall report this to the staff/supervisor for further consultation (see policy 2000-7).

Volunteers should be aware of and adhere to the regulations or restrictions imposed on the organization.

[1] If driving children: Drivers must ensure that all infants and children are properly secured in certified child restraint systems. Never place a child or an infant restraint in front of an air bag. All children under 12 should be properly restrained in the back seat of the vehicle.

Orientation

All volunteers of Special Olympics Manitoba will receive an orientation (either in person or via orientation handbook) or event briefing before the start of a volunteer assignment.

Training

Depending on the position, volunteers will receive training to carry out the responsibilities of their position. Training will provide the volunteer with specific knowledge, skills and support to perform their role effectively. Training opportunities are outlined in the applicable position description.

Grandparenting of new measures

New policies or amendments to existing policies may be introduced from time to time. Current volunteers will be informed of any changes in policies and explained how to comply with the new policies.