



VOLUNTEER CODE OF CONDUCT

1.0 OBJECTIVE AND SCOPE

Committed volunteers are at the heart of the mission of the BrookEdge Academy. This Volunteer Code of Conduct sets out the minimum behavioral standards of, therefore applies to, all individuals who act in a volunteer capacity, including professional and student volunteers, with and/or for the BrookEdge Academy.

2.0 DEFINITIONS

For the purpose of this Volunteer Code of Conduct -

The “**BrookEdge Academy**”, or the “**Brookedge Academy**”, or the “**Academy**”, refers to the legal entity incorporated federally and headquartered in Ottawa, Canada, and its affiliates.

The “**Academy Officers**” are the persons appointed by the Board of Directors of the Academy in the region of operating as an organization overall or part of it, i.e. the Principle, CEO, Academy Secretary, Chapter Head(s).

The “**program representative**” is one person authorized by the Academy to represent one or multiple specific programs of the Academy, i.e. the Supervisor, Ambassador(s), Campaign Manager(s), within the boundary of their specified delegation in writing.

The “**professional volunteers**” are typically adults who have the expertise or time to undertake a task freely for the Academy or its programs.

The “**student volunteers**” are volunteers who are studying in an elementary, middle school, high school or universities and the equivalent.

The “**volunteers**” are defined generally as one who is concerned with the provision of volunteering activities for the Academy, unless specified otherwise.

The “**children**” are anyone under the age of eighteen.

The “**program beneficiaries**” are the persons who enter the leadership programs developed by the Academy on the “receiving” side to learn, opposite to the “giving” side to teach.

3.0 GENERAL POLICIES

3.1 Icing on the cake

Each and all volunteers are expected conduct themselves in a manner that (i) demonstrates their own highest levels of ethics; and (ii) honors the Academy's reputation and does not diminish the public's trust and confidence in the Academy.

3.2 Respect for role

3.2.1 Volunteers understand the nature of being a volunteer whose time and efforts are donated in no exchange of pay.

3.2.2 Volunteers make sure they understand the roles and responsibilities assigned to them, and perform within such roles and responsibilities.

3.2.3 Outside the scope of the assigned role, volunteers must consult with the Academy Officer and obtain prior approval before any execution of new or amended task or assignment.

3.3 Personal gains

3.3.1 Volunteers must not use their status as a volunteer to obtain personal gains from the Academy's in-program students and/or their families, or from those who are doing and seek to do businesses with the Academy.

3.3.2 The personal gains in the previous sub-article include all forms of cash or non-cash benefits, including but not necessarily financial ones.

3.4 Conflicts of interests

In case conflicts of interests may arise, the volunteer in question should immediately report the situation to the Academy Officers for clearance.

3.4 Intellectual property

During the period of volunteering assignment, the intellectual property of any works done for the assignment or for the Academy belongs to the Academy.

3.5 Confidentiality

If volunteers who have access to information and documents of the Academy, its officers, staff, representatives, other volunteers, beneficiaries, as a non-exhaustive list, as a result of the assignment of volunteering roles, such access must only happen for a legitimate purpose and on need-to-know basis.

If any of the information and documents that are private and confidential in nature, volunteers must exercise caution and care to protect and maintain their total confidentiality.

In particular, such information or documents must never be used, disclosed, sold for personal gains.

3.6 Police check

For the best interests of children, an applicant of eighteen years old or above for volunteering positions directly and “privately” interacting with children below eighteen years old, must seek a police check on the individual applicant that is: (i) issued by the relevant police authority no earlier than six months earlier from the date of application, and; (ii) checked against working and/or volunteering with vulnerable individuals, including children under the age of eighteen.

With regard to an applicant of eighteen years or above, his or her application is considered incomplete or unacceptable respectively, if it is submitted in absence of an official police vulnerable sector check, or a “clean” report of such.

The vulnerable sector check, however, does not apply to the applicants in whose countries policy authority does not issue vulnerable sector check reports. In order to waive from this check, the applicants must represent by themselves the absence of vulnerable sector check in their countries, out of their best effort and knowledge, and provide either (i) a background check issued by a third-party company approved by the Academy, or (ii) a police check issued no earlier than six months from the submission date, by local authority typically for employment background check purpose.

3.7 Community etiquette

Volunteers agree **NOT** to:

- utter a threat to inflict serious harm on another person
- enter into the working environment of the Academy under the influence of alcohol or drugs
- bully, including cyber-bully
- conduct any activity that is motivated by bias, prejudice, discrimination or hatred
- conduct any other activity that disgraces, demeans or degrades others, particularly a child
- conduct any other activities that impair the positive environment of the Academy.

4.0 PROTECTION OF CHILDREN

In addition to the obligations under other articles of this Volunteer Code of Conduct, volunteers agree to protect children in their working environment and avoid acts to children that are or could be construed as offensive practices, exploitative relationship or possible abuses.

5.0 PROTECTION AGAINST SEXUAL HARASSMENT AND EXPLOITATION

In addition to the obligations under other articles of this Volunteer Code of Conduct, volunteers agree to create and maintain a working environment that prevents sexual harassment or exploitation.

6.0 BREACH AND PENALTY

A breach of this Volunteer Code of Conduct could lead up to the termination of volunteering assignments or roles, subject to the full discretion of the Academy.

7.0 SPEAKING UP

“If you see something, say something”. Speaking-up channels are available in any of the following format:

- talking to any of the Academy Officers;
- writing an email to brookedgeacademy@gmail.com

8.0 INTERPRETATION

This Volunteer Code of Conduct is not intended to exhaust every scenario a volunteer encounters during the course of his or her duties. Volunteers are expected to exercise good judgment in daily activities in adherence to the Volunteer Code of Conduct.

Should any uncertainty exist, volunteers shall direct the questions to the owner of this Volunteer Code of Conduct. Contact the policy owner by writing an email to brookedgeacademy@gmail.com.

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