

# HVERFORD COLLEGE

## VOLUNTEER HONOR CODE

The Haverford College Volunteer Honor Code reflects a commitment to our shared values and fosters an environment where volunteers will succeed. This document provides guidelines and expectations for all College volunteers and aims to inspire others to offer their time, talents, and resources.

Haverford College volunteers are vital in building a dynamic community and international network of alumni, families, and friends. Volunteers uphold the mission of the College by supporting current students, encouraging alumni engagement, inspiring philanthropy, and creating a welcoming network of alumni and friends around the world. We are grateful to all volunteers for their contributions, and hope that the experience is rewarding and meaningful. In that spirit, we rely on volunteers to act with integrity, kindness, and professionalism.

### A COMMITMENT TO SHARED VALUES

#### Celebrating an Inclusive Community

The Office of Alumni and Family Engagement at Haverford College, along with the Institutional Diversity, Equity, and Access (IDEA) Division, fosters a community of alumni, families, and friends that reflects the diversity of our lived and shared experiences.

#### Volunteer Responsibilities

- Support the College, its mission, and its priorities.
- Serve as ambassadors for the College to alumni and other constituents.
- Stay informed about activities at the College.
- Promote an inclusive environment where all feel welcomed and valued.
- Abide by the College's anti-discrimination, anti-harassment, and anti-bias policy.
- Share a commitment to diversity, equity, inclusion, and access.
- Adhere to the policies, bylaws, and guidelines defined for specific volunteer groups.
- Notify appropriate staff, students, or alumni if you are unable to maintain a commitment.
- Handle confidential information discreetly and with respect for constituents' rights to privacy.

#### Confidentiality

Many volunteers will have access to information about other constituents that is personal and confidential. It is essential that such information be handled with the utmost care and sensitivity. Confidential information:

- Must be handled with discretion and respect for the right to privacy.
- Is for College business only, and may not be used for commercial, political, or advocacy solicitations of any kind.
- May not be shared or duplicated unless authorized by Haverford College.
- Will be promptly disposed of or returned to the College when it is no longer needed. Disposal must be secure and unrecoverable (shredded or erased if in electronic format).

#### Conflict of Interest

- Alert the Office of Alumni and Family Engagement immediately when personal or professional conflicts of interest prevent you from volunteering.
- Avoid placing your own self-interest or any third party self-interest above that of the College in the scope of conducting or assisting with College business or while volunteering for a College-sponsored activity, program, or event.
- Volunteers will not use their role for personal or commercial gain.

The College will not tolerate discrimination or harassment in any form, including, but not limited to, any actions that could be considered as bullying, berating, or belittling any employee, fellow volunteer, or other College constituent. Such behavior may prevent you from serving or continuing to serve in a volunteer role. Volunteers may disengage their role with the College at any time if they believe that their expectations are not being met or that their role is no longer fulfilling. Notice of such decisions should be communicated in writing as soon as possible.