

	<p>Program Policy and Procedure Manual</p>	<p>Section  Volunteers</p>
<p>Policy  IX. 5</p>	<p><b>Volunteer Conduct, Disciplinary Procedures, and Grounds for Termination</b></p>	<p>Created: 11/19/15</p>

**Policy:** To train volunteers on the expected conduct, disciplinary procedures and grounds for termination in alliance with VSC's culture.

**Purpose:** To ensure volunteers have a thorough understanding of the policies and procedures including the grounds for termination.

**Procedure:**

1. Volunteers will be provided with a copy of the volunteer conduct guidelines in their volunteer manual which will be reviewed and outlined during the Volunteer Orientation.
2. Volunteers will be expected to abide by these conduct guidelines while they are volunteering at any of the Victim Service Center locations or while in the community representing the Victim Service Center.
3. Should a volunteer break one of these guidelines, the Volunteer Coordinator, Marketing and Communications Director, and/or appropriate staff will promptly review the proper disciplinary action. At this time, witnesses of the breach of conduct may be asked to provide written statements.
4. If the first offense is less serious, the volunteer may be placed on a probationary period where they will only be able to volunteer indirectly and will be strictly supervised by staff.
5. Should the volunteer violate the code of conduct during their probationary period, it will be immediate grounds for dismissal as a volunteer.
6. Offenses such as threatening staff, client, or fellow volunteer, stealing VSC property, and severe and knowing breach of confidentiality, will be grounds for immediate dismissal as a volunteer.
7. Whenever there is a breach of conduct regarding a volunteer, written documentation will be included in the volunteer file.
8. A note will be placed in the Electronic Volunteer File and the status will be changed to Inactive.