



Volunteer Code of Conduct

Introduction

The Douglas Mental Health University Institute Foundation ('the Foundation') is grateful for the commitment of its volunteers. Your philanthropy enables the Foundation to achieve more than would otherwise be possible. Therefore the Foundation considers volunteering and the management of volunteers an important responsibility.

One key step for volunteers is to familiarize themselves with this *Volunteer Code of Conduct*. In upholding the Code, volunteers can avoid compromising the Foundation's capacity to carry out its charitable mission and enable it to uphold the highest ethical standards in fund development. Together, we are an organization and a cause that we can be proud of and care strongly about.

Volunteer core values

As a Foundation volunteer, you endorse the following values:

- Bring credit to volunteering by your public demeanour, treating individuals with respect and dignity, as well as demonstrating integrity, honesty and truthfulness;
- Value the privacy, freedom of choice and interests of those affected by your actions as a volunteer;
- Put the Foundation's mission above personal gain;
- Disclose all potential and actual conflicts of interest to the Foundation; such disclosure does not preclude or imply ethical impropriety;
- Affirm, through personal giving, your commitment to philanthropy and its role in our society

Protecting personal information

During the course of business, the Foundation's employees and volunteers gather and use personal information to carry out activities. The Foundation is committed to protecting the privacy and the personal information of its donors and volunteers.

In your role as a Foundation volunteer, any information (written, verbal or other form) obtained during the performance of your duties must remain confidential. Any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality.

For your information, the Foundation does not rent, sell, or exchange donor or volunteer personal information.

Information on ethical fundraising and protecting privacy

For additional information about the Foundation's policies on the protection of privacy and handling personal information, and its ethical practices, please visit our website:

www.douglasfoundation.qc.ca

If you have any questions, please call the Foundation at (514) 762.3003. You can also email us at foundation@douglas.mcgill.ca