

University Advancement Volunteer Code of Conduct



The purpose of the following code of conduct is to ensure that the Washington University (WashU) volunteer experience on behalf of University Advancement is meaningful, productive, and safe for all participants. We require each volunteer to read and accept this Volunteer Code of Conduct and the [Washington University Code of Conduct](#) in order to be eligible to participate in WashU Alumni Association and University Advancement volunteer opportunities.

WashU Alumni Association and University Advancement volunteers collaborate with members of the WashU community and serve the university in myriad ways, including championing WashU's mission, encouraging and fostering inclusive peer and community engagement, and building long-term relationships with other alumni, parents, and friends. WashU relies on our dedicated volunteers to provide a model of service to fellow alumni, parents, and friends, and to work in partnership with staff to achieve the university's goals. To that end, all WashU Alumni Association and University Advancement volunteers are expected to:

- Demonstrate a commitment to the guidelines and responsibilities of the volunteer roles undertaken.
- Maintain the highest ethical standards in our community and comply with all relevant laws and regulations.
- For applicable volunteer roles, safeguard confidential information and maintain privacy guidelines as outlined within the [Confidentiality Agreement-University Advancement](#).
- Promptly report violations or concerns about violations of this Code of Conduct that come to their attention.
- If financial responsibilities are part of the volunteer role, follow all requirements for appropriate control, financial reporting, and reconciliation, ensuring alignment with financial policies of the WashU Alumni Association/University Advancement and Washington University.
- Maintain open and responsive lines of communication and provide support and feedback to staff as appropriate.
- When engaging in discussions around issues of concern to the alumni, parent, and campus community, convey when such remarks, social media posts, etc. are made in a personal vs. official capacity.
- Practice inclusion to foster a culture of trust, collaboration, and belonging, and to contribute to a caring and respectful community that embraces diversity and inclusion. WashU has no tolerance for racism, discrimination, sexual harassment, and bullying of any kind. These behaviors include, but are not limited to: offensive physical actions such as lewd gestures; statements meant to humiliate a person publicly or individually; the use of racial slurs or jokes; sexually explicit communication that is either written or spoken; any unwelcome physical contact with other volunteers, staff, students, alumni, or friends of the university; any unwanted sexual advances; harassment due to a person's race, color, gender, identity,

religion, language, medical condition, age, culture, national origin, gender expression, disability, marital status, or sexual orientation.

- Maintain a safe and healthy environment that is drug-free and smoke-free by prohibiting the use of smoking, other uses of tobacco products, use of controlled substances, and abuse of alcohol within all university buildings, on university property, or at university-sponsored events, at all times.
- Treat peer volunteers and staff members with respect and consideration.

All volunteers must review the Volunteer Code of Conduct on an annual basis. Any violations of the University Advancement Volunteer Code of Conduct may result in termination of the volunteer role or removal from the volunteer programs indefinitely. Washington University reserves the right to disengage with any volunteer who does not adhere to these guidelines or whose actions are inappropriate in relation to the mission and goals of Washington University or the WashU Alumni Association.

Washington University reserves the right to modify this Volunteer Code of Conduct.

Please report violations of the University Advancement Volunteer Code of Conduct to alumniassociation@wustl.edu. If you have any questions about the Washington University Code of Conduct, please contact the University Compliance Office at 314-362-4915 or universitycompliance@wustl.edu.

By serving as a volunteer, you acknowledge and agree to this University Advancement Volunteer Code of Conduct.

