

University Advancement Volunteer Code of Conduct



PURPOSE AND SCOPE

The purpose of this Volunteer 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. This Volunteer Code of Conduct applies to all volunteer activities, including events, committees, virtual engagement, and any representation of the university on behalf of University Advancement. 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 and University Advancement volunteer opportunities.

WashU Alumni 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.

EXPECTATIONS

To that end, all WashU Alumni 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. Volunteers must avoid actual or perceived conflicts of interest and must not use their role for personal, professional, or financial gain. Any potential conflict must be disclosed to University Advancement staff.
- For applicable volunteer roles, safeguard confidential information and maintain privacy guidelines as outlined in the [Confidentiality Agreement-University Advancement](#). Volunteers must not store or transmit university data on personal devices or third-party platforms unless authorized and must comply with all applicable university IT and data security policies.
- Promptly report violations or concerns about violations of this Volunteer Code of Conduct that come to their attention by following the procedures in this document. Reports involving safety, compliance, discrimination, or harassment must be escalated immediately to University Advancement. The university prohibits retaliation against individuals who report concerns in good faith.
- 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 WashU Alumni/ University Advancement and WashU.
- Maintain open and responsive lines of communication and provide support and feedback to staff as appropriate.

- When engaging in public or online discussions around issues of concern to the alumni, parent, and campus community, convey when such remarks represent your personal view versus official university positions. Volunteers may not represent themselves as speaking on behalf of WashU nor may they use university branding without authorization from University Advancement.
- Practice inclusion to foster a culture of trust, collaboration, and belonging, and to contribute to a caring and respectful community. WashU has no tolerance for discrimination, harassment, or bullying. These behaviors include, but are not limited to: offensive physical or verbal actions such as lewd gestures or comments; 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; unwelcome physical contact with other volunteers, staff, students, alumni, or friends of the university; unwanted sexual advances; harassment due to a person's race, color, national origin, shared ancestry or ethnic characteristics, citizenship (where prohibited by federal law), age, religion, sex (including sexual harassment and sexual assault), sexual orientation, gender identity or expression, veteran status, disability, or genetic information (collectively, "the Protected Characteristics").
- Maintain appropriate boundaries when interacting with students or minors, including avoiding one-on-one unsupervised interactions where possible and adhering to university youth protection policies.
- Maintain a safe and healthy environment that is drug-free and smoke-free by prohibiting the use of smoking or other 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.

VIOLATIONS OF VOLUNTEER CODE OF CONDUCT

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. WashU may disengage with any volunteer who does not adhere to these guidelines or whose actions are inappropriate in relation to the mission and goals of the university or WashU Alumni.

Please report violations of the University Advancement Volunteer Code of Conduct immediately to alumni@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 understand the expectations set forth in this University Advancement Volunteer Code of Conduct.

