



## **CODE OF CONDUCT**

### **Purpose:**

This Code of Conduct sets out the standards of behaviour expected of volunteers while present on the Government House Estate. It covers all interactions between volunteers and between volunteers and employees of Government House; contractors and members of the public. The first part of this document lays out the expectations while the latter sections outline procedures in the event of a breach of this Code.

### **Expectations:**

1. While present at Government House, volunteers will treat everyone with respect and dignity, and must not engage in discriminatory conduct prohibited by the British Columbia "Human Rights Code" ([Human Rights Code](#))
2. Behaviour and interactions should reflect the Society's direct association with Government House.
3. Be welcoming and respectful contributing to a positive environment for volunteering. Willingly share and receive suggestions.
4. Communicate kindly, participate cooperatively, fostering a kind, friendly and supportive social community. Cultivate a team spirit, understanding that we as Friends accomplish more together.
5. Listen openly and hear generously, offering patience
6. Understand all volunteers are equals and accept diversity both in personhood and perspective.
7. Volunteers must not bully, intimidate, harass, be violent or use force of any nature whether physically or psychologically.
8. Volunteers have a responsibility to contribute to a safe workplace. As such they should immediately report any incident or safety concerns.

### **Process:**

1. If volunteers observe or have any concerns with breaches of this Code of Conduct or discriminatory conduct, they should raise these concerns with their area liaison or coordinator. The coordinator will then discuss the issue with either the Director of Gardening or Non Gardening.
2. If a volunteer does not feel comfortable discussing an issue with their liaison/coordinator they may approach either the Director of Gardening or Non Gardening directly.
3. Safety concerns should immediately be raised following the processes above.
4. To recognise the responsibilities and workload of Government House staff, any concerns a member of the Friends has as related to the Friends, or to the Government House Estate and its functioning, must be addressed with their area liaison or coordinator. The coordinator will then discuss the issue with either of their Director of Gardening or Director of Non Gardening of the Friends.