On behalf of the students and alums of Willamette University, we are grateful for your volunteer service. The following code of conduct is to help ensure that participation in our alum programs is meaningful, productive and safe for participants. Willamette University requires each volunteer to read and comply with this volunteer code of conduct in order to participate in volunteer opportunities.

1. **Willamette University Non-Discrimination Statement:** Willamette University is a diverse community that provides equal opportunity in employment, activities, and its academic programs. The university shall not discriminate on the basis of race, color, religion, sex, national origin, marital status, veteran status, actual or perceived sexual orientation, gender identity, gender expression, or status with regard to pregnancy, disability or age. Willamette is firmly committed to adhere to the letter and spirit of all federal and state equal opportunity and civil rights laws. Harassment, whether verbal, physical, or visual based on any of these characteristics is a form of discrimination. Any behaviors in violation of this statement or that create a non-welcoming environment for students, alums, staff, or guests are not condoned and may result in termination of the volunteer role or removal from the Willamette University volunteer program indefinitely. All volunteers are obligated to abide by the Willamette University Non-Discrimination and Gender Equality (TITLE IX) Policies.

2. **Profile and Appropriate use of Online Portals, Databases, or Messaging Functions:** Volunteers and platform users should maintain accurate profile information for any Willamette University volunteer programs and appropriately use any online portal, database, or messaging functions that may include personal information. Do not engage in the following: distribution or promoting of spam or any duplicative or unsolicited messages, harassment, threatening behavior, or any other communication that would violate the legal rights of others; posting or distributing any inappropriate or obscene material or information; harvesting or otherwise collecting information about others including phone numbers or email addresses; creating false identities or profiles for the purpose of misleading others; interfering or disrupting the services or networks connected to the program.

3. **Confidentiality Agreement:** As a volunteer for Willamette University you may have access to confidential information, both verbal and written, relating to clients, volunteers or staff and the organization. All such, you agree that information is to be treated confidentially and discussed only within the boundaries of your volunteer position with Willamette University. Any information shared with you is to be used for its intended purposes only and shall not be used for additional or alternative purposes. As a volunteer you also agree to not discuss these matters after you have left your position with Willamette. Any breach of this agreement shall constitute grounds for and may result in the termination of volunteer status with Willamette, except where such disclosure is consistent with stated policy and relevant legislation.
4. **Conflict of Interest:** It is the policy of Willamette University that members of the community conduct the affairs of the University in accordance with the highest ethical and legal standards. To avoid a conflict, volunteers should be free from actual or potential influence of personal considerations or relationships when conducting business or making recommendations or decisions regarding dealing on behalf of the University.

5. **Appropriate Behavior:** Volunteers represent Willamette University. Any behavior deemed inconsistent with the goals and objectives of the programs at Willamette University, or that violate any applicable University policy, may result in the termination of the volunteer role. A list of University policies is available here.

6. By volunteering with Willamette University, volunteers agree to this code of conduct. Any violations of the Volunteer Code of Conduct may result in termination of the volunteer role or removal from Willamette University programs. Willamette University reserves the right to modify this Code of Conduct. Your volunteer participation in any Willamette University program will constitute your acceptance of such changes.

Please report violations of the Volunteer Code of Conduct to the Office of Alumni & Parent Engagement at (503) 375-5304 or via email at alumni@willamette.edu. For resources or reporting options regarding concerns of discrimination, harassment, or sexual misconduct, please contact Willamette University’s Title IX Coordinator.