

PENNSYLVANIA MAPLE FESTIVAL VOLUNTEER CODE OF CONDUCT

All volunteers of the Pennsylvania Maple Festival shall abide by and conform to these professional standards while participating as a volunteer during the dates and times of the annual festival:

It is the intention of the Pennsylvania Maple Festival to assist in creating a safe, respectful and professional environment (physical and online) for our volunteers, festival attendees and/or participants, festival representatives, festival staff and/or board members and community members.

Volunteers shall...

- Act honestly and ethically while in the performance of their volunteer duties. Volunteers will adhere to all national, state and local laws.
- Treat all other volunteers, festival attendees and/or participants, festival representatives, festival staff and/or board members and community members with respect.
- Not discriminate and shall be respectful of ethnic, cultural, religious, political, gender and national differences.
- Not harass (verbally, physically or sexually), bully or mistreat other volunteers, festival attendees and/or participants, festival representatives, festival staff and/or board members and community members.
- Obey all applicable laws and regulations that govern appropriate conduct in their role as a volunteer with the Pennsylvania Maple Festival.

- Report any violations or suspected violations of this code of conduct to a Pennsylvania Maple Festival board members immediately.

- Be honest about your role and position within the Pennsylvania Maple Festival; do not overstate your seniority and/or authority.

- Only authorized spokespeople may represent the Pennsylvania Maple Festival's official positions online; be clear that you are expressing your own views and not those of the organization.

- Seek assistance if they have any questions about the code of conduct or wish to file a formal complaint with the Pennsylvania Maple Festival.

- Cooperate with any investigation into a filed complaint.
- Refrain from drinking alcoholic beverages, using and/or distributing illegal drugs and use of profane language while volunteering.

- Volunteers shall be punctual. If they are unable to report for scheduled volunteer time, please notify the Festival Office as soon as possible.
- Volunteers shall also abide by a social media code of conduct. This policy will serve as a set of guidelines that outline acceptable and appropriate use of social media platforms.
 - **Information to share**
 - Never share information that is not in the public domain (e.g. already in a press release). Only share information that is already in the public domain.
 - **Protect Others**
 - Do not share personal data of other volunteers, festival attendees and/or participants, festival representatives, festival staff and/ or board members and community members, including their picture, without their permission.
 - **Be respectful**
 - Reports of material that is obscene, racist, sexist, pornographic, sexually exploitative, or in any other way discriminatory, threatening or harassing, personally offensive, defamatory, or illegal will be addressed by the Pennsylvania Maple Festival Board of Directors.
 - **Refrain From Remarks**
 - Do not say anything disparaging about our other volunteers, festival attendees and/or participants, festival representatives, festival staff/board members and community members.
 - **Be constructive**
 - Use social media to build relationships and share insights.
 - **Think before you post**
 - However informal, content published online is shareable and searchable forever; even private posts can be copied and shared, potentially ending up in international media.