



Volunteer Code of Conduct

Hui O Ka Wai Ola (“HOKWO” or “the Hui”) and partner organizations are firmly committed to a zero-tolerance policy of discrimination and to the right of all volunteers, staff, and partners to a work environment free of illegal harassment and discrimination.

To ensure our volunteers, staff, and partners adhere to our program’s principles, standards, and moral and ethical expectations, all persons must read and sign the code of conduct annually. Any person(s) violating our code of conduct will be dealt with accordingly, which may result in termination, release, or charges filed with the appropriate state and/or federal agencies. We encourage all person(s) to report any acts of discrimination, harassment, and/or the creation of a hostile work environment to the HOKWO staff immediately so that appropriate actions can take place.

Working with our program should be comfortable and enjoyable, and we are here to ensure this remains true. For more information on these policies, please contact the Program Manager, Liz Yannell.

As a volunteer I realize I am subject to a code of conduct that includes:

- Treating all volunteers, staff, and community members with respect, courtesy, and dignity.
- Avoid insensitive or offensive language.
- Avoid unwelcome nonverbal or physical conduct that is based on any legally protected category (e.g., race, color, religion, sex, national origin, age, disability, gender identity or expression, sexual orientation).
- Make efforts to understand and honor the local culture.
- Follow safe sampling habits and be aware of the safety of others.

I promise to take volunteering seriously and be available to sample on a regular basis. I am willing to be trained in accordance with the standards and practices of Hui O Ka Wai Ola, and participate in follow up training as necessary. To be considered an “active volunteer,” I will participate in at least ⅓ of sample sessions in a year and I will attend an Annual Volunteer Refresher Training.

I will not make any official statements on behalf of HOKWO without approval to do so from the Program Manager. This includes actions such as public statements to the press or testifying to the county as a HOKWO representative.

I accept this code of conduct and am eager to contribute to the goals of HOKWO.

Volunteer Name (Print)

Volunteer Signature

Date