



Volunteer Code of Conduct

On behalf of the students, staff, faculty, and alumni of Williamson College of the Trades, we are grateful for your volunteer service. The following code of conduct is to help ensure that the Williamson alumni mentoring program is meaningful, productive, and safe for all participants. Williamson requires each mentor to read and comply with this Alumni Volunteer Code of Conduct in order to be eligible to participate in the program.

The Alumni Volunteer Code of Conduct only needs to be acknowledged once and is then considered valid for the duration of a Williamson alumni mentor's service regardless of role or duration. While many policies included in this document were written for the Williamson employee and student community, the College views all alumni volunteers as representatives of the College and thus the same policies apply.

Anti-Discrimination Policy: In compliance with government legislation and the U.S. Equal Employment Opportunity Commission (EEOC), Williamson will not tolerate discrimination on the basis of age, race, color, religion, disability, sex, national origin, or any other legislated protected class. In addition, Williamson complies with Title I and III of the Americans with Disabilities Act which directs employers to provide reasonable accommodations to qualified employees. A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable an employee with a disability to participate in the application process or to perform essential job functions. When an employee believes he or she is the victim of discrimination, he or she should provide a complaint to an administrator or the Executive Assistant to the President who is designated as Williamson's Equal Employment Opportunity Program monitor. The complaint need not be in writing. The administrator as the monitor will forward the complaint to the President who will initiate a prompt and thorough investigation. Williamson will not retaliate in any way against anyone who files a complaint in good faith.

Any behaviors in violation of this statement or that create a non-welcoming environment for students, alumni, staff, or guests are not condoned and may result in termination of the volunteer role or removal from Williamson volunteer programs indefinitely. All volunteers are obligated to abide by Williamson's Policy on Discrimination and Harassment.

Appropriate Behavior: Alumni volunteers represent Williamson. Any behavior deemed inconsistent with the goals and objectives of the program or the College, or that violate any applicable College policy, may result in termination of the volunteer role or removal from Williamson's volunteer programs indefinitely. A list of College policies is available on Williamson's [Consumer Information](#) page.

Background Check: Volunteers who are in direct contact with Williamson students (i.e. mentors) are required to complete a criminal background check. The College will pay the costs associated with these investigations. Failure to disclose any information when asked to do so during the application process may result in disqualification regardless of when the offense(s) occurred or

the seriousness of the offense(s). Background checks must be completed before the volunteer can commence volunteer activities with students at the College.

Policy on Sexual Misconduct: Williamson College of the Trades is committed to providing an educational and working environment conducive to its mission and one that is free from all forms of sexual harassment. We are dedicated to ensuring a safe campus climate for our students and employees. Through a comprehensive policy and clearly defined process, the college ensures compliance with Federal Department of Education Title IX legislation. Williamson's Title IX program guide can be viewed on the Consumer Information page under [Sexual Misconduct Policy-Title IX](#).

Use of Confidential Information and Confidentiality: The Volunteer Code of Conduct also encompasses the Volunteer Confidentiality Agreement in which all information gained while volunteering for any Williamson volunteer program is confidential and only to be used for legitimate purposes related to such programs. Information includes constituent data or information gained through conversations. Additionally, disclosing the academic standing or grade information of a student to anyone without the student's consent is a violation of the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records. For more information, please visit the Williamson's Consumer Information under [Family Educational Rights and Privacy Act \(FERPA\)](#).

Conflict of Interest: Williamson is committed to facilitating open and honest communications relevant to its governance, finances, and compliance with all applicable laws and regulations. Williamson requires Trustees, volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. For more information, visit Williamson's Consumer Information under the [Whistleblower Policy](#)

Profile and Appropriate Use of Online Portals, Databases, or Messaging Functions: Volunteers should maintain accurate profile information for any Williamson volunteer program and appropriately use any online portals, databases, or messaging functions that may include personal information. Do not engage in the following: distributing or promoting 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 and email addresses; creating false identities or profiles for the purpose of misleading others; interfering with or disrupting the service or networks connected to the program.

Transportation: If driving a student, staff, or alumnus, you understand that you assume personal responsibility for the safety of yourself and your passengers. The College bears no liability for use of personal vehicles. Furthermore, volunteers must obtain the express permission of the College and student passenger before transporting a student in a personal vehicle.

Drug and Alcohol Zero Tolerance Policy: Williamson College of the Trades, in order to promote its fundamental mission, has adopted a zero tolerance policy for the use, possession, distribution, or manufacture of illicit or illegal drugs or the consumption or possession of alcohol. The College will not tolerate any use, possession, distribution, or manufacture of illicit or illegal drugs by any student, employee, or volunteer on campus, off campus, or while attending any school sponsored or sanctioned event. Such actions will result in dismissal of the student; an employee will be subject to discharge; a volunteer will be terminated from their volunteer role and removed indefinitely from volunteer programs at Williamson.

For the student, the consumption or possession of alcohol is strictly prohibited and will result in dismissal. Should a volunteer offer alcohol to a student or coerce a student into consuming alcohol, regardless of the student's legal age, or whether on- or off-campus, the College will terminate the volunteer's role and remove the volunteer from Williamson's volunteer programs indefinitely. Additional information on this policy can be found in the [Student Handbook](#). In addition to any action imposed by the College, any student, employee or volunteer suspected of violating any federal, state, or local law proscribing the use, possession, distribution, or manufacture of illicit or illegal drugs, will be referred to the appropriate law enforcement agency. Williamson's complete policy can be found on the Consumer Information webpage under [Drug Free College](#).

By volunteering with Williamson College of the Trades, volunteers agree to this code of conduct. Any violations of the Alumni Volunteer Code of Conduct may result in termination of the volunteer role or removal from Williamson's volunteer programs indefinitely. Williamson reserves the right to modify this Alumni Volunteer Code of Conduct. Your volunteer participation in any Williamson program or event will constitute your acceptance of such changes.

Please report violations of the Alumni Volunteer Code of Conduct to Laura Brown, Director of Alumni Relations at lbrown@williamson.edu. For resources and reporting options regarding concerns of discrimination, harassment, or sexual misconduct, please contact Dr. Todd Zachary, Senior Vice President and Chief of Staff at tzachary@williamson.edu.

Williamson may be required to update and/or modify the Alumni Volunteer Code of Conduct as needed. No additional action will be needed on the part of those that have already acknowledged the document.

Alumni volunteer mentors must sign a volunteer agreement letter and submit to the Director of Alumni Relations before engaging in any mentorship activity.