



SANTA FE INDIAN MARKET

Volunteer Code of Conduct

As a volunteer of SWAIA’s Santa Fe Indian Market and related activities, I promise:

- To recognize my commitment and responsibility to my volunteer assignment(s), **to attend all required trainings**, and to **arrive on time** for my scheduled assignment(s).
- To accept the scope of work of each assignment that I have accepted with an open mind and willingness to work with other staff and volunteers toward a successful outcome.
- I will **NOT** use photo, audio or video recording equipment during volunteer assignments.
- To adhere to the rules and procedures provided to me in my training for my volunteer assignment.
- To wear identification badges and other required identifying clothing during my volunteer assignment. Clothing will be suitable for the work assignment and will not display offensive or objectionable material.
- To safe guard all **confidential information** that includes all proprietary and privileged information related to my volunteer position and to not share such information with ANYONE.
- I acknowledge that I am physically able to carry out the tasks I have indicated.
- To accept constructive feedback from my supervisor that will enable me to do the best job possible.
- To treat other volunteers, supervisors, staff, SWAIA artists and the general public with dignity and respect, and not be judgmental.
- To avoid conflict and to work toward peaceful resolutions of differences of opinion.
- To avoid profane and abusive language and disruptive behavior that may be hurtful to others.
- To **NOT** possess or use any illegal drugs or engage in any illegal activity allowed during active volunteer service.

I realize that a failure to perform my assignment in a satisfactory manner or the failure to adhere to the Volunteer Code of Conduct may cause me to be dismissed from my volunteer duties.

Printed Name _____ Date _____

Signature _____ Date _____

SWAIA’s Equal Opportunity Policy:

It is the policy of SWAIA to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Please mail to: SWAIA Volunteer Program, PO Box 969, Santa Fe, New Mexico 87504