



MAKOM

Code of Ethics and Conduct for Volunteers

Makom values volunteers and the important role they play in supporting our mission. This Code explains what Makom expects from volunteers and what volunteers can expect from Makom. All volunteers are expected to act in a way that:

- Keeps people safe
- Respects everyone's dignity
- Protects privacy and confidentiality
- Supports Makom's mission and values

Our Ethical Values

When volunteering at Makom, you are expected to:

- Treat everyone with respect and kindness
- Be honest and responsible
- Follow guidance from Makom staff
- Protect private and sensitive information
- If you see any mistreatment of any kind, alert Makom staff immediately

Being a Volunteer

Makom decides who may volunteer and what roles volunteers may have. Makom may choose not to accept or to end volunteer service at any time.

Volunteering at Makom is at-will. This means:

- You may stop volunteering at any time
- Makom may end your volunteer role or change your assignment at any time

Background Checks and Safety Rules

Some volunteer roles require background checks, based on the law and Makom's rules. These may include criminal background checks or other checks related to the assignment.

- Volunteers must agree to required background checks
- Volunteers may not work without supervision while background checks are in progress
- Volunteers who do not agree to required checks may not be assigned a role

Volunteers Under 18 Years Old

If a volunteer is under the age of 18:

- Treat everyone with respect and kindness
- Be honest and responsible
- Follow guidance from Makom staff
- Protect private and sensitive information
- If you see any mistreatment of any kind, alert Makom staff immediately

Privacy and Confidentiality

Volunteers may learn private or sensitive information while volunteering. This includes:

- Health and personal information about employees, other volunteers, or people Makom supports
- Private or internal Makom information

Volunteers must **keep this information private** and not share it with others. Breaking confidentiality is serious and may result in ending volunteer service.

Orientation, Training, and Supervision Makom will provide:

- An introduction to Makom's mission, values, and programs
- Training needed to do your volunteer role
- A Makom staff member to guide and supervise your work

Volunteers are expected to follow instructions and ask questions when needed.

- Volunteers must agree to required background checks
- Volunteers may not work without supervision while background checks are in progress
- Volunteers who do not agree to required checks may not be assigned a role

Speaking for Makom

Volunteers may not speak for Makom or represent Makom's opinions or positions. This includes:

- Talking to the media
- Posting on social media
- Speaking to elected officials
- Speaking to community groups on behalf of Makom

If someone asks you to speak for Makom, you must refer them to your Makom supervisor.

Doing Your Role Well

Volunteers are expected to:

- Do assigned tasks responsibly
- Accept feedback and guidance
- Share ideas or concerns with their supervisor respectfully

Volunteers who do not follow this Code or who do not perform their role appropriately may be asked to stop volunteering.

Makom's mission is to support and empower people with intellectual and developmental disabilities to achieve the quality of life to which they aspire.

Acknowledgment

I have received, read, and understand the Makom Code of Ethics and Conduct for Volunteers. I understand that volunteering at Makom is at-will and that I may stop volunteering at any time and Makom may end my volunteer service or change my assignment at any time. By signing below, I agree to follow this Code while volunteering with Makom.

Volunteer Name (Print): _____

Volunteer Signature: _____

Date: _____