

## **BikeMaine 2016 Volunteer Code of Conduct**

A “volunteer” is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of BikeMaine and the Bicycle Coalition of Maine. A volunteer must be officially accepted and enrolled by BikeMaine prior to performance of the task. In order to be officially accepted as a BikeMaine Volunteer, all requested information (application, copies of certifications or other required records, release of liability, etc.) must be signed and returned to BikeMaine.

BikeMaine strives to provide an event that is fun for everyone involved and to create an environment that positively promotes the event, the Bicycle Coalition of Maine, the sponsors, and the communities that we visit. Volunteers are expected to endorse this effort and to conduct themselves in a professional manner at all times.

The prevention of accidents and injuries is key to providing a safe and healthy environment for all participants. Any potential hazards should immediately be corrected or reported to the Event Coordinator or Event Director.

Volunteers are expected to be punctual in arriving for their scheduled hours in order to best serve the riders and to wear the provided materials (lanyard and/or clothing) to identify themselves while working on the event. Volunteers are also expected to participate in any training or meetings that may take place prior to or during the event.

Volunteers are expected to be friendly, patient, and respectful of all BikeMaine riders, fellow volunteers, community members, vendors, partners, sponsors, and Bicycle Coalition of Maine staff. Volunteers shall address any conflicts or issues with fellow volunteers with the Volunteer Coordinator as soon as they arise.

No expenses will be reimbursed without the prior approval of the Event Coordinator or Event Director.

Any volunteer electing to bring his or her own vehicle along the event route, without that vehicle being used for a specific BikeMaine need as determined by the Event Director, is responsible for finding offsite parking for that vehicle in each community. There is no parking in the BikeMaine Village for vehicles that do not have an official role in the event. Any volunteer bringing a bicycle to the event will be responsible for transporting that bicycle from one location to the next. BikeMaine will not be able to provide transportation for volunteer bicycles. BikeMaine is not responsible if your bicycle is damaged or stolen during the event.

Dogs are not permitted in the BikeMaine Village. If you are bringing your dog, you will need to make arrangements for its care during your volunteer shifts.

Any volunteer who possesses, sells, distributes or uses illegal drugs will be dismissed from the Event immediately.

No drinking of alcohol is permitted while you are working your volunteer shift. You are not permitted to work or drive a BikeMaine vehicle while under the influence of alcohol.

BikeMaine does not discriminate on the basis of race, ethnicity, disability, gender, color, religion, sexual orientation, or age. Volunteers are expected to adhere to these same standards in the course of their duties.

Inappropriate behavior, including but not limited to derogatory or vulgar comments regarding a person's race, gender, religion, ethnic heritage, physical appearance, age, disability, or sexual orientation or distribution of written or graphic material having the same effects; hitting, pushing or other aggressive physical conduct, or threats to take such action; or unwelcome or unsolicited sexual advances, demands for sexual favors or other verbal or physical conduct of a sexual nature will not be tolerated. Any individual who violates this policy (as determined by the Ride Director) will be asked to leave the event immediately.

It is your responsibility to communicate any violations of this policy that you observe to the Ride Director as soon as possible.

Volunteers are asked to NOT contact organizations or individuals on behalf of BikeMaine unless they are given express direction by the Ride Director or Event Coordinator to do so. Prior to any action or statement that may significantly affect or obligate BikeMaine, a volunteer must seek approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, lobbying efforts with other organizations or any agreements involving contracts, resources, finances or other obligations.

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer.

Any volunteer may be dismissed for any reason at the sole discretion of the BikeMaine Ride Director or his designee. Volunteers may not dismiss other volunteers. Possible grounds for dismissal include, but are not limited to: gross misconduct or insubordination; theft of property or misuse of BikeMaine materials; abuse or mistreatment of riders, staff or other volunteers; failure to abide by BikeMaine policies and procedures; and failure to satisfactorily perform assigned duties.

*I have read the BikeMaine Volunteer Code of Conduct and agree to abide by its terms.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_