

## PROFESSIONAL ETHICS IN VOLUNTEER ADMINISTRATION

*As a professional in volunteer administration I accept responsibility:*

<b>Principles of Citizenship And Philanthropy:</b>	
	to develop a personal, coherent philosophy of volunteerism as a foundation for working with others in developing volunteer programs;
	to help create a social climate through which human needs can be met and human values enhanced while promoting the involvement of persons in decisions which directly affect them;
<b>Principles of Respect:</b>	
<i>Autonomy</i>	to promote understanding and the actualization of mutual benefits inherent in any act of volunteer service
<i>Courtesy, Civility and Decency</i>	to develop volunteer programs and initiatives that respect and enhance the human dignity of all persons related to them
<i>Understanding and Acceptance</i>	to respect the privacy of individuals and safeguard information received as confidential, and to understand and treat with respect individuals from a diversity of backgrounds
<b>Principles of Responsibility:</b>	
<i>Accountability</i>	to develop a volunteer program that will enhance and extend the work of the organization's paid staff while contributing to the credibility of the profession in the eyes of those it serves
<i>Pursuit of Excellence</i>	to be reliable, careful, prepared and well-informed and to pursue excellence even when resources are limited
<i>Self-Restraint</i>	to improve my knowledge, skills and judgments through reflective decision-making with the intent of advancing the long-term greater good
<b>Principle of Caring:</b>	
	to be kind, compassionate and generous in all actions so as to minimize the harm done to others in the performance of my duties
<b>Principles of Justice and Fairness:</b>	
<i>Procedural Fairness</i>	to have an open and impartial process for collecting and evaluating information critical for making decisions through clean communication regarding commitments made on behalf of the organization, staff, or volunteers
<i>Impartiality</i>	to have impartial and objective standards that avoid discriminatory or prejudicial behaviors and for addressing conflicts of interest should they occur
<i>Equity</i>	to treat all individuals with whom s/he works equitable
<b>Principle of Trustworthiness:</b>	
<i>Truthfulness</i>	to the truth, assuring that all interactions with volunteers and other paid staff are founded on the premise of open and honest interaction
<i>Sincerity/non-deception</i>	to treat volunteers with sincerity, never operate in a deceptive manner, continually promote this principle throughout the organization
<i>Candor</i>	to commit to fairness and forthrightness
<i>Integrity</i>	to base my actions on the core ethical values of my profession, not compromising those values for convenience.