



## The Journey Neighbourhood Centre

*Your neighbourhood centre*

9 Ardglen Drive, Brampton, ON L6W 1V1

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(905) 230-8666 • [www.thejourneyneighbourhoodcentre.ca](http://www.thejourneyneighbourhoodcentre.ca)

### Code of Conduct

The Journey is committed to the transformation of the Ardglen/Orenda community and without staff and volunteers The Journey cannot fulfill this mission. The Journey has certain responsibilities and obligations to its volunteers and staff and in turn the staff and volunteers have certain rights and obligations to both The Journey and the community they serve. The following are those commitments that The Journey would both give and require.

#### The Journey's Commitment

The Journey recognizes that staff and volunteers are vital human resources and will commit to:

- Providing a safe and supportive environment for staff and volunteers
- Ensuring effective staff and volunteer involvement
- Giving sufficient direction, clear communication and appropriate supervision
- Offering appropriate education, training and resources
- Defining staff and volunteer responsibilities and obligations

#### Volunteer and Staff Commitment

Volunteers and Staff are expected to make a commitment, and are accountable to The Journey through:

- Upholding and following the mission, values and policies of The Journey
- Acting in a way that promotes the welfare, image and reputation of The Journey
- Acting responsibly and with integrity
- Fulfilling responsibilities and communicate clearly in a timely fashion
- Participating in orientation and training
- Contributing to a positive working environment
- Maintaining confidentiality and respecting the privacy of others
- Treating everyone with dignity and respect

I understand that failure to adhere to any part of this Code of Conduct may result in corrective action and/or termination of my staff/volunteer relationship with The Journey.

I, \_\_\_\_\_, have read The Journey Neighbourhood Centre's Code of Conduct, understand its contents, and agree to abide by the terms given. This signed agreement will be held on file in The Journey's records.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_