

TEMPLE UNIVERSITY ALUMNI VOLUNTEER CODE OF CONDUCT

The Temple University Alumni Volunteer Code of Conduct helps ensure that the Temple University Alumni Association (TUAA) and all TUAA constituent organizations execute experiences that are meaningful, productive, inclusive and safe for all participants. Temple University requires each volunteer to read and comply with the Alumni Volunteer Code of Conduct to be eligible to participate in any and all Temple University alumni volunteer opportunities and activities.

While many policies included in this document were originally written for the Temple University employee and student communities, Temple University views alumni volunteers as representatives of Temple, and thus the same policies apply. Review [Temple's Student Code of Code](#) and Temple's [Employee Rules of Conduct](#) policies.

Disclaimer

The Rules of Conduct contained in this document supplement infrastructure and governance documentation of the Temple University Alumni Association and TUAA constituent organizations by providing further guidance on expected volunteer conduct and performance. These are not intended to, nor do they create, any contractual relationship between any volunteer and Temple University. The Alumni Volunteer Code of Conduct may be modified by Temple University at any time, with or without advance notice to volunteers.

Rules of Conduct

Temple University expects all Temple volunteers to

- Follow all outlined policies and procedures.
- Respect the personal and property rights of members of the Temple community, including other volunteers, faculty, staff, students, patients, clients and visitors.
- Maintain a courteous and professional demeanor when engaging and communicating with all members of the Temple community.
- Observe all safety policies, regulations and procedures.
- Follow outlined University and departmental rules.
- Engage in appropriate conduct during the performance of volunteer duties, during volunteer hours, at Temple-sponsored programs and otherwise while on Temple University property.
- Ensure that all activities and constituent programs or initiatives align with Temple University, Temple University Alumni Association, and School and College priorities.

These apply to all activities and programs conducted by the University that take place on any of the University's campuses, domestic or foreign or under the authority or direction of the University in which volunteers will be physically present, participating and representing Temple University.



Behavioral Expectations

Important aspects of serving the University as a volunteer are respecting the rights of others in the community, conducting oneself in a manner that is compatible with the University's mission and taking responsibility for one's actions. The Temple University Student Government has adopted a unity statement that reflects the values of the diverse Temple community, by which all students are expected to abide. While initially intended for the student community, this statement also applies to all Temple alumni and volunteers.

"As Temple Owls, we respect all members of our University and local community regardless of: race, ethnicity, sex, gender, identity, sexual orientation, age, religion, socioeconomic status, veteran status, political affiliation or (dis)ability. By providing a wealth of life experience, this diversity is our greatest strength.

This diversity serves as an avenue to engage in educational discourse. Based on this premise, we welcome those who are different from us to challenge and expand our worldview. As an establishment founded on scholastic pursuits, we recognize that there is no place for ignorance or violence on our campus.

We strive to understand all cultures and experiences as well as empower our peers to unite into a cohesive student [and alumni] body that aims to break down socially constructed barriers to learn together, grow together and fly together."

Preventing and Addressing Discrimination and Harassment

The University does not tolerate unlawful discrimination or harassment in the workplace, academic setting or its programs or activities based on an individual's age, color, disability, marital status, national or ethnic origin, race, religion, sex (including pregnancy), sexual orientation, gender identity, genetic information or veteran status. This policy is intended to be consistent with applicable federal, state and local laws and other University policies. This policy does not allow curtailment or censorship of constitutionally protected expression and will not be applied in a way that infringes upon an individual's constitutional right to freedom of expression. The Office of Equal Opportunity Compliance ("EOC") is responsible for enforcing this policy on behalf of the University and has complaint procedures available to enable it to do so. All volunteers are obligated to abide by Temple University's [Preventing and Addressing Discrimination and Harassment Policy](#).

Preventing and Addressing Sexual Misconduct

Temple University prohibits sexual misconduct. For the purpose of this policy, sexual misconduct includes sexual or sex-based: hostile environment harassment, quid pro quo harassment, sexual assault, domestic violence, dating violence and stalking, as well as other forms of sexual exploitation. This policy is intended to promote an environment at the University that is free of sexual misconduct and consistent with other constitutional protections and personal freedoms. All volunteers are obligated to abide by Temple University's [Preventing and Addressing Sexual Misconduct Policy](#).

Contact Information and Appropriate Use of Online Portals

All volunteers should conduct proper use of the Temple University communication tools, databases and platforms, which include messaging functions that may include personal information. Do not engage in





the following behaviors: distributing or promoting spam or any duplicative or unsolicited messages, including self-promotion; harassment, threatening behavior, or any other communication that would violate the legal rights of others; posting or distributing any inappropriate or obscene material or information; harvesting or otherwise collecting information about others including phone numbers and email addresses; creating false identities or profiles for the purpose of misleading others; interfering with or disrupting the service or networks connected to the program.

Social Media Standards

Temple University volunteers are advocates and ambassadors for Temple University at all times. The [Alumni Volunteer Social Media Standards](#) are intended to advise and guide Temple volunteers who support social media initiatives for the University and those who indicate an institutional affiliation with Temple University on their personal social media profiles.

Transportation

If driving a student, staff, Temple alumni or member of the Temple community in conjunction with your volunteer role, you understand that you assume personal responsibility for the safety of yourself and your passengers. The University bears no liability for the use of personal vehicles.

Injury

If injured while performing tasks associated with a Temple University volunteer role, the individual's health insurance (not Temple University's workers' compensation) will provide coverage for the individual.

Drug and Alcohol Policy

Temple University seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety and welfare of all members of its community. Members of the University community are expected to conduct themselves in a manner that does not cause harm to themselves or others and that they neither break laws nor contribute to the delinquency of others. The unlawful use of controlled substances (drugs) and alcohol misuse and abuse represent a danger to the health of a volunteer, which may result in serious injury or death, and also poses risks to the health and safety of others in the University community. All volunteers are obligated to abide by Temple University's [Employee Drug and Alcohol Policy](#).

A comprehensive list of University policies is available at secretary.temple.edu/policies.

Your signature on the Volunteer Acknowledgement of Roles and Responsibilities agreement indicates that you have read, understand and agree with the policies and procedures outlined as part of the Temple University Alumni Volunteer Code of Conduct.

