

New Mexico Philharmonic

Code of Conduct for Volunteers

I. Introduction & Background

As a volunteer with the New Mexico Philharmonic (the "**NMP**"), your time and energy are greatly valued by the NMP's Musicians, Board, and Staff. We appreciate your contributions as a volunteer because they are important to the NMP's long-term success as an organization, and we want your experience to be rewarding. At the same time, it is important to us that your volunteer service reflect well on the NMP and express values of excellence as you interact with the Staff, other volunteers, and our audiences and general public.

With that in mind, this Code of Conduct (this "**Code**") is intended to ensure that all volunteers understand their roles and responsibilities, and to provide you with a guide for acceptable behavior as you conduct your volunteer assignments and in all interactions related to your position as an NMP volunteer.

II. Agreement

In light of the foregoing, I, the undersigned, hereby agree that while serving as a Volunteer for the NMP I will:

1. Remain subject to this Code, which covers my attitude, demeanor, and behavior.
2. Agree to take on assignments, without compensation in the form of payment, and will perform my assigned duty according to set standards.
3. Conduct myself in a professional and polite manner at all times while representing the NMP, whether in an assigned role, or as a member of the group. I recognize that I am part of a team, and will act accordingly.
4. Dress in a manner suitable to the volunteer assignment I have been given, as may be reasonably determined by the NMP's volunteer leaders.
5. Be fully responsible for reporting to my assigned Team Leader in a timely manner and, if I am unable to fulfill my obligations to NMP, I will attempt to find a substitute volunteer. I will not simply fail to show up without notice.
6. Abstain from, or avoid, the following:
 - a. Cell phone use, except in an emergency. If a situation requires being on the phone, I will excuse myself and ask a colleague to take my place for a few minutes.
 - b. Reporting to work under the influence of alcohol or drugs; consuming alcohol or drugs while actively on duty.
 - c. Using inappropriate language, including swearing and other offensive words.
 - d. Smoking within sight of those attending the event.
 - e. Discussing or revealing private information about the NMP, its Staff, or other volunteers, or otherwise engaging in gossip.
 - f. Soliciting funds or other resources from anyone involved in the NMP.
 - g. Conflicts with Staff, other volunteers or the public. If situations arise that are difficult to handle, I will immediately seek help from the Team Leader to handle the situation.
7. Bring to the task my unique assets and contributions and will use them to enrich the project on which I am working with my colleagues; I will recognize and honor the unique assets and contributions of my fellow volunteers.
8. Immediately inform my Team Leader if I become unable to perform my duties for any reason. I will ask for assistance if needed.

I have read, understood, and agree to abide by the Code as stated above:

Name

Date