

TCF Code of Conduct

The Compassionate Friends staff and volunteers agree to follow a Code of Conduct that will protect the interest and safety of all staff and volunteers of TCF. Volunteers include, but are not limited to, Chapter Leaders, Steering Committee Members, Regional Coordinators, Facebook Moderators/Administrators, Online Facilitators, Conference Volunteers, Board of Directors, and anyone that represents TCF. Staff includes, but is not limited to, the Executive Director, office personnel, and anyone who receives a monetary compensation for performing a duty for the organization.

Specifically:

- ❖ TCF staff and volunteers will contribute to an inclusive, professional, collegial, and respectful work environment for fellow staff and volunteers.
- ❖ Treating other TCF volunteers or staff in a discourteous or rude manner, whether in person, on the phone, via electronic communication, or on social media, is strictly prohibited.
- ❖ Any and all conduct endangering the life, safety, health or mental and physical well-being of others is strictly prohibited.
- ❖ Bullying, cyberbullying, or taking unfair advantage of any member is strictly prohibited.
- ❖ Discrimination or harassment based upon cause or type of loss, sexual orientation, religion and political views is strictly prohibited.
- ❖ Donors provide financial resources to support TCF's mission. When handling TCF funds, staff and volunteers will do so with integrity and honesty and in accordance with TCF's by-laws, policies and guidelines.
- ❖ Staff and volunteers will strive to avoid, either by action or by communication, anything that will embarrass or disparage TCF.
- ❖ All staff and volunteers of the organization will act with honesty, integrity, and openness in all of their dealings as representatives of the organization.
- ❖ Staff and volunteers will be professional and courteous while representing TCF at all TCF and TCF-related functions and on social media, whether internally or externally.
- ❖ Verbal, physical, or visual harassment or actual threatened violence toward any individual or group staff member or volunteer is strictly prohibited.
- ❖ Staff and volunteers of The Compassionate Friends may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of The Compassionate Friends that such information must be kept confidential both during and after employment or volunteer service.
- ❖ Staff and volunteers are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. All staff and volunteers will be respectful of issues within TCF that are confidential and/or privileged and proprietary in nature. Staff and volunteers will not release confidential and/or privileged and proprietary information in any way.
- ❖ Staff and volunteers agree to conduct the business and operation of TCF with our purpose in mind; that is, to support families after the loss of a child, sibling, or grandchild.

Participation in the organization's programs is subject to the observance of the organization's rules and procedures. Any participant or staff member who violates this Code is subject to being asked to leave the Compassionate Friends Organization.