



Policy Name:	Code of Conduct for Volunteers	Policy #:	P-01
Policy Category:	Governance	Date:	November 8, 2022
Policy Owner:	Board of Directors	Next Review Date:	November 2025

Purpose

To assist Marie Dressler Foundation in maintaining a harmonious and ethical work environment which serves the community, this Code of Conduct (“the Code”) has been adopted to set out the guiding principles and rules for all volunteers to follow in the performance of their work in support of the Mission and Vision of Marie Dressler Foundation.

Any violation of the Code is viewed as a serious matter and may be subject to disciplinary action.

No volunteer will be disciplined for reporting in good faith any known or suspected violation of the Code.

Mission Statement of Marie Dressler Foundation

To preserve and promote the memory of Marie Dressler and other remarkable Canadian women in the film industry and to celebrate our love of vintage films with our community.

Vision Statement of Marie Dressler Foundation

We aim to build engaged community audiences through the curated presentations of film history and exhibitions of vintage filmmaking.

Values of Marie Dressler Foundation

We are committed to:

- Providing accessible museum and Festival experiences by removing physical, social, and economic barriers to participation
- Valuing and empowering volunteers and employees
- Nurturing collaborative community partnerships

Guiding Principles

In all dealings at or on behalf of Marie Dressler Foundation volunteers must:

- Conduct themselves at all times with honesty, integrity, and transparency;
- Perform their duties to the best of their ability;
- Treat others, including other members, volunteers, patrons, and sponsors, with respect, dignity, fairness, and courtesy, embracing diversity and valuing differences;
- Advance a professional, safe, and inclusive environment without discrimination, harassment or violence towards others

- Comply with Marie Dressler Foundation policies and procedures regarding Health and Safety, Harassment, Workplace Prevention of Violence;
- Respect differences and conduct interactions in a professional manner with open, constructive, and fact-based dialogue
- Avoid putting themselves or Marie Dressler Foundation in a real or perceived conflict of interest;
- Never participate in or assist others to participate in any illegal and/or criminal activities;
- Comply with all applicable policies and procedures of Marie Dressler Foundation
- Collect, use and disclose confidential information only in accordance with the **Privacy Policy** of Marie Dressler Foundation and applicable privacy law;
- Keep all records, documents, and communications accurate, truthful and up-to-date;
- Never destroy or take for personal use, any items belonging to or safeguarded by Marie Dressler Foundation, without prior written approval;

Use of Alcohol and Non-Medicinal Drugs

While the use of medicinal drugs is clearly acceptable, no volunteer may use or distribute alcohol or any non-medicinal drugs onsite during public events.

No volunteer may be impaired by the use of alcohol or any non-medicinal drugs onsite during public events.

Any volunteer who is found to be impaired by alcohol or any non-medicinal drugs onsite during fundraising activities may be asked to leave the premises immediately, and may be subject to further disciplinary action up to and including no participation in volunteer activities on behalf of the Foundation.

Acknowledgment and Agreement to Comply

The following acknowledgment and agreement to comply with the Marie Dressler Foundation Code of Conduct for Volunteers is to be completed annually by all volunteers.

I acknowledge that I have received and read the Marie Dressler Foundation Code of Conduct for Volunteers.

I understand the standards and policies contained within the said Code of Conduct, and policies relating to Privacy, Health and Safety, Harassment, and Workplace Violence Prevention.

I agree to comply with the said Code of Conduct and policies relating to Privacy, Health and Safety, Harassment, and Workplace Violence Prevention.

Signature Print Name:

Date: _____

Document History

August 6, 2019	draft for review
August 8, 2019	Approved by Board of Directors
November 8, 2022	approved by Board of Directors